

## **DAILY SIGN IN & SIGN OUT PROCEDURES**

### **Morning Sessions / Before School**

On regular school days, the program operates from 6:30 am until school opens at 8:30am. Please drop off by 8:00am if your child is planning on attending morning rec. Students will be escorted by a staff person to their classrooms by grade. **All students must have a current membership to attend the before school program and pre-registration is preferred. Drop-in options are available only to members if space is available and at an adjusted rate which is due day of service.**

### **Afternoon Sessions / After School**

On regular school days, the program operates from 3:00 pm until 6:00 pm. Kindergarten Rec students will be dismissed first during afternoon announcements and escorted by a Hermon Recreation staff from their classroom to the program. Grades 1-4 Rec students will be dismissed next and will be met by staff at the entrance of the gym/cafeteria.

### **Afternoon Check-in Procedures**

The safety of each child is important to the staff of the Before & After School Recreational Program. **It is your responsibility to communicate changes in your child's schedule to both the school and the program. It is essential that you contact the program by 2:00pm to inform us of any after school schedule changes for the current day.** If we have not received an absence notification or a cancellation from a parent/guardian, we will do the following if your child does not show up to a scheduled session:

- A phone call will be made or a Remind message will be sent to a parent/guardian.
- If parents of the child cannot be reached, the emergency contact person and/or the Hermon Police Department will be sent to the child's home.

**PLEASE HELP US TO AVOID UNNECESSARY CONCERNS ABOUT A CHILD'S SAFETY BY COMMUNICATING WITH THE REC STAFF REGARDING ANY CHANGES IN YOUR CHILD'S DAILY SCHEDULE. THE SCHOOL DOES NOT SHARE YOUR CHILD'S AFTER SCHOOL PLANS OR COMMUNICATE CHANGES TO AFTER SCHOOL PLANS WITH THE PROGRAM.**

### **Pick Up Time**

Afternoon pick-up from the program begins at 3:30 pm. **There is no credit or discount offered for absences or parents who arrive early.** Once a member has been signed into the program, he or she must be signed out by an authorized adult or parent during pick-up by 6 pm. If your child will be absent from the program, please contact a staff member to let us know so we can mark your child as absent.

### **Late Pick-Up**

The Afternoon Session ends at 6:00 pm. If a 6:00 pm. arrival is unlikely, please notify the program. A \$10 late charge will be added to your account if picked up after 6:00 pm. Continual late pick up may result in a member's suspension or removal from the program.

### **Afternoon Pick-up Procedures**

We utilize a checkout system to ensure that each child is released to an authorized adult each day. Your child will not be released to any individual not listed on the emergency contact/pick up form. If a staff member is unfamiliar with a person picking up a child, they are required to ask to see a picture identification before the child is released from the program. This would also include parents who may be picking up for the first time. Please be prepared to show an ID and remind everyone of this rule.

Authorization for someone other than the people listed in our registration database must be put in writing and delivered by the custodial parent prior to the time of pickup.

In situations of divorce or separation, at registration please include instructions about who may pick up and under what circumstances, and a copy of any court orders regarding custody of the child must be provided. We need to have these documents on file in order to protect each child. Both parents have a right to view the files of their children, regardless of which parent has been given custody. Please use this right to be sure that the information in the file is current and correct. Parents can be assured that this information will be kept strictly confidential and used only to further ensure the child's safety. We urge full cooperation in this matter to avoid putting any child and our staff in an uncomfortable position. ***Please note: Documentation provided to the school will not be shared with the program. It is your responsibility to inform both the school department and the program director of important circumstances regarding your child.***

### **Vacation Days**

The Before & After School Recreational Program is open on most vacation days, additional registration is required. Program hours are 6:30 am to 6:00 pm. Members attending a vacation day must pack 2 snacks and lunch each day. Please review the Closing Schedule for the 2022-23 School Year for a complete list.

### **In Service Days**

Since our program takes place inside the elementary school, we are unable to provide services on In Service days due to the possibility of School Department staff using the space. Additionally, we use In Service Days as an opportunity for team meetings and staff training throughout the school year. Please review the 2022-23 Program Closing Schedule for a complete list.

## **Delayed Openings / Early Release**

In the event that the Hermon School Department has a delayed opening due to inclement weather, our program will be open from 6:30 am until dismissal into classrooms, **unless otherwise communicated**. There is no additional cost for members who are registered to attend the Morning Session on delayed openings. The program is open on early release school days at no additional cost for registered members.

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## **PROGRAMMING**

We strive to meet each child's needs through a carefully designed schedule of physical activity, enrichment and recreational programs. The daily activities offered in the past have included arts, crafts, games, music, yoga, dancing and sports. Children who do not participate in a scheduled activity will be given alternate choices whenever possible.

### **Homework**

We incorporate time Monday-Thursday afternoon for members to complete their homework assignments. Staff members are available to supervise the homework area and to assist the children with their work. Using the time set aside to complete homework is the responsibility of the child. Members who do not use this time to complete homework or read independently will be offered limited choices that may include storytime, problem solving worksheets, educational games or flashcards.

### **Snacks**

The Rec department provides one snack in the program after school. Afternoon snacks will typically be fresh fruit, pretzels or crackers. Students are able to bring their own snacks from home if preferred. Occasionally, a special snack will be provided during a celebration such as ice cream or pizza, and will be communicated beforehand through email and on the monthly calendar. If your child has any food allergies or dietary restrictions, please let us know. Rec is not considered a "nut-free" zone. We do have specific tables that are labeled "nut free" that are monitored by staff who educate all members on the importance of keeping food that may contain nuts away from these designated areas.

### **Outdoor Play**

Members attending the Afternoon Session can expect to spend at least 20 minutes outside most days. Outdoor play will be cancelled due to precipitation, icy ground conditions, temperatures below 20 degrees, or excessive wind or heat. In order to keep staffing levels at a safe number, we may not be able to offer indoor supervision for children who prefer to remain inside.

### **Field Trips**

Group field trips are primarily scheduled on vacation days. Field trip information will be communicated by email, included in monthly calendars and posted on the program bulletin board. Unless otherwise notified, transportation will be provided by the school department. We reserve the right to refuse participation in program attendance or field trips.

### **Lost & Found**

There is a lost-and-found area for items left behind during school or program hours. Periodically, the items that are left unclaimed will be donated to charity. Please label your child's belongings and encourage your children to check this area often!

### **Personal Belongings From Home**

Cell phones, electronics, trading cards, toys or other items from home that are not allowed at school. Our main focus and concern is the safety and well-being of your children. With that being said, we ask that these items are left at home since we cannot guarantee the safe return of personal belongings. Hermon Recreation is not responsible for lost or stolen items.

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## **MEMBERSHIP AND PROGRAM COSTS**

Any child who attends the Before & After School Recreational Program must have an active membership for the current school year prior to his/her first day and all necessary paperwork signed and returned. Membership must be updated each school year in order to attend sessions in the program. As a member, you'll be eligible to register for sessions that are available throughout the school year. Membership cost is \$10 per child.

Weekly payments are due in advance of services provided, every Friday. Receipts for payments are emailed when payments are received. Statements and other financial reports can be found on the finance tab in your [hermonrec.com](http://hermonrec.com) household account. For assistance with your account, please contact the program director.

Auto-Pay is now available and super convenient for busy families! Your credit/debit card will be billed every Friday starting the first week your child attends until your balance is paid off. Additional form required to enroll in automatic payments. Families who are not enrolled with Auto-Pay are required to make weekly payments on Friday's prior the upcoming week your child is registered. Payments are accepted at any time online with a debit/credit card at [hermonrec.com](http://hermonrec.com). Cash, checks and debit/credit card payments can be accepted at the Hermon Town Office during regular business hours (Mon-Fri, 8am-4pm)

Repeated late payments or failure to prepay will result in suspension or removal from the program. Accounts are reviewed by the program director on a regular basis. Any member with an outstanding balance will be subject to suspension or termination from the program.

**There is no credit or discount offered for absences or if parents arrive early.** Cancellations to monthly registrations must be made 1 week prior to the start of the week being cancelled. Cancellations must be done online through your [www.hermonrec.com](http://www.hermonrec.com) account. Refunds will only be given to families that do not have outstanding balances and adhere to the cancellation policy.

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## **HEALTH & SAFETY CONCERNS**

Members attending the program should be well enough to be in school and able to follow the normal daily routine of the program. We understand and appreciate the needs of working parents, yet it is essential that children and staff members in our program are protected from contagious illness. For the safety of all participants and staff, we reserve the right to send a child home if he/she becomes ill. A child who is sent home due to illness should be picked up within one hour of notification. *Please Note: A child who has experienced a fever should be kept home until he/she has been fever free for 24 hours without medication.*

### **You will be notified if your child:**

- Has a fever
- Is vomiting
- Has a rash
- Has an earache
- Has live lice
- Experiences uncontrolled coughing, persistent crying or difficulty breathing

### **Medical Conditions & Allergies**

Please report any health concerns, medical changes, etc. to the program director. Although information will be kept confidential, it will be shared with appropriate staff members to help support the safety of your child and allow our staff to facilitate communication with parents or guardians in an emergency.

### **Accidents or Acute Illness**

In the event of an accident or acute illness, every effort will be made to notify the child's parents. If a situation requires immediate attention, 911 will be called and the child will be transported to the hospital by ambulance.

### **Medication**

Parents are encouraged to come to the program to give medications to their children if needed. Medication must not be sent to the program unless absolutely necessary and only under very specific conditions which

require a Medication Policy Form to be completed by both physician and guardian. Please contact the program director for more information on the medication policy and procedures.

### **Clothing Requirements**

Safe footwear such as sneakers or close toed shoes with a rubber sole must be worn while attending the program. Children without appropriate footwear will not be able to participate in physical activity in the gymnasium or playground. We play outside year round. Warm clothing, hats, gloves and waterproof boots are necessary for the winter months. Children without boots or snow pants will be asked to stay in shoveled areas.

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### **EXPECTATIONS OF MEMBERS**

Members of the program are expected to treat each other with respect, tolerance, kindness, and consideration. The program rules and behavior expectations will be explained to the children clearly and reinforced in a consistent manner. Our staff is committed to leading by example, to provide positive reinforcement and enforce program rules and expectations consistently. Positive methods of behavioral management are used in the program to encourage self-control, self-regulation and self-esteem.

### **Disciplinary Action**

Parents will be kept informed of issues concerning their child as they arise. Sometimes reminders, redirection, verbal warnings and “taking a break” are not successful, and the behavior is documented with an incident report. Behavior issues and incidents will be processed by staff members with the child and a logical consequence for the action will be agreed upon. Parents will be given a copy of the report at time of pick up.

Children who exhibit unusual emotional or physical behavior that threatens the wellbeing of themselves or others in the program, the behavior and/or incident will be documented and processed with the program director. Steps will be taken to work with the child to identify the inappropriate behavior, accept responsibility, and agree upon a logical consequence. Parents will be notified by phone and may be asked to pick up their child depending on the severity.

Multiple incident reports, repeated unsafe behavior that impacts others, or behavior that seriously interferes with a positive program experience may result in suspension or dismissal from the program. Data collected from behavioral reports are reviewed by the Program Director and B&A team on a regular basis to discuss all incidents that take place in the program. This in turn, helps maintain a positive program experience for all participants.

Communication between staff and parents informing any concerns or changes in the child's routine will allow us to work as partners to support the child in and out of the program.

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## **PARENT RESPONSIBILITIES**

### **Parental Involvement**

Communication between parents and staff is a vital component of a successful program. To keep parents updated and informed, we have established a parent communication board inside the program. We suggest checking this area daily for important information on upcoming dates, reminders, schedule changes, etc. A calendar will be available every month with an overview of the upcoming plans. Parents are encouraged to join us on Remind to receive notifications from our program throughout the week!

**Link to join Remind:** <https://www.remind.com/join/gog6fe>

### **Parental Conduct**

It is expected that all parents, guardians and program staff be respectful, courteous and professional toward one another. In an effort to maintain a safe and positive environment for all members of our program, parents are asked to contact the office to address concerns. A meeting may be scheduled with the director to discuss matters in an appropriate setting. Pick-up and drop-off times are not always the best or appropriate time to discuss and resolve certain matters. Please contact us with any concerns you may have regarding payments, policies, staffing, activities or your child's participation in the program:

**Matt Farnham, B&A/Summer Programmer 207-478-0297 [farnham@hermonmaine.gov](mailto:farnham@hermonmaine.gov)**

**Lindsey Ouellette, Recreation Director 207-848-4064 [ouelletel@hermonmaine.gov](mailto:ouelletel@hermonmaine.gov)**