



Dear Parents and Guardians:

Welcome to Hermon's Before & After School Recreational Program!

This handbook is designed to give parents and guardians a helpful insight into our B&A Recreational Program. Please read this handbook carefully because it is filled with lots of information including rules, policies and procedures. As with all of our youth recreational programs, our number one goal is always the well being and development of Hermon's youngest citizens.


The Town of Hermon and the Hermon Recreation Department now offers limited services to students enrolled in the Hermon Pre K Program!

Many thanks to the the Hermon School Department for the use of their space and to the parents/guardians of the children in our program for the continued support year after year in our recreational programs.

If you have any questions about the content of this handbook, or would like more information on the program, please feel free to contact me at ouellette@hermon.net or 207-478-0297.

I look forward to getting to know your families this school year and of course seeing all the familiar faces from past programming. We're going to have a FABULOUS year!

Sincerely,


Lindsey Ouellette
Program Director

“OUR MISSION is to provide the families of Hermon with an affordable, professional and safe program for children when school is not in session. We provide fitness and enrichment opportunities for children under our supervision that focus on the ideals of group learning and togetherness.”



Program Location

Patricia A. Duran School
235 Billings Road
Hermon, ME 04401

Program Phone Number

207-478-0297

Lindsey Ouellette

Program Director
ouellettel@hermon.net

Program Staff

Our Recreation Department consists of a diverse group of wonderful employees with backgrounds in Child Development, current college students and assistants from Hermon High School. Below are some of the qualifications we require upon hiring staff at Hermon Recreation:

- Background records check
- Camp orientation, workshops and trainings
- CPR and AED certifications
- Qualifying child care experience
- Safety Care Certified

Program Enrollment & Registration

Any child who attends the Before & After School Recreational Program must have a completed enrollment form on file for the current school year prior to his/her first day and all necessary paperwork signed and returned. A new enrollment must be completed each school year in order to attend the program. Program enrollment forms are electronic and are available on your www.hermonrec.com account. Register and pay for the dates and sessions that are needed throughout the school year at any time.

Payments

Payment is due in advance of services. Your child is not registered for selected sessions without payment. In the event that you paid for your child to attend the program and your child

does not attend, an account credit will be issued if cancellation is made by 2:30pm.

Log on to your household account on hermonrec.com to make a payment using a credit or debit card.

Checks or money orders made out to Hermon Recreation may be dropped in the payment box on the desk at the program or mailed to: PO Box 6300 Hermon, ME 04402. Please include your child's name on the check.

Cash payments are accepted at the Hermon Town Office Monday-Friday, 8am-5pm.

Household accounts will be reviewed by Program Director on a regular basis. Any child with an outstanding balance will be subject to suspension or termination from the Before & After School Recreational Program.

Daily Fees

Before School	After School
\$7 Registered	\$9 Registered
\$8 Drop-In	\$10 Drop-In

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 household account.

SCHEDULE OF OPERATION

Mornings: On regular school days, the program operates from 6:30am until 8:45 am. AM Pre K students may register for the Before School Sessions only and will be escorted by a staff person to their classrooms before the rest of the students are released.

Afternoons: On regular school days, the program operates from 3:00 pm until 6:00 pm. PM Pre K students may register for After School Sessions only. The Pre K & 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 cafeteria. Once a child has been signed into our program, he or she must be signed out by an authorized adult or parent during pick-up between 3:00 - 6:00 pm.

Vacation Days: The Before & After School Recreational Program is open on most vacation days. Program hours are 6:30 am to 6:00 pm. Children attending a vacation day must pack 2 snacks and a lunch each day. Please review the Closing Schedule for the 2018-19 School Year for a complete list of closings.

In Service Days: Since our program takes place at the Elementary School, we are unable to provide services on In Service days due to the possibility of School Department staff using the space. Please review the Closing Schedule for the 2018-19 School Year for a complete list of closings.

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. There is no additional cost for children who attend the Morning Session on delayed openings. The program is also open on early release school days at no additional cost.

Snow Days: When school has been cancelled due to weather, the program will be open from 6:30am - 6:00pm unless otherwise communicated. If you have any questions about our operating schedule on a day that school has been delayed or cancelled, please call 207-478-0297.

Field Trips: Group field trips are primarily scheduled on vacation days and are usually

available at no additional cost. Information on any Hermon Recreation field trips will be communicated by email, included in newsletters and the bulletin board. Unless otherwise notified, transportation will be by school bus, provided by the Hermon School Department. Children must be registered for field trips by the due date noted.

Any child who attends a field trip with Hermon Recreation must show up on time for attendance, participate in activities, be respectful and behave. Hermon Recreation reserves the right to refuse participation in any field trips. On field trip days we provide additional staffing on site, so any child who wishes to stay behind, or arrives after the bus has left are able to stay behind and enjoy a relaxed schedule.

ATTENDANCE

The safety of each child is important to the staff of the Before & After School Recreational Program. If a child will not be attending the After School Program as scheduled, it is essential that the child's parents contact 207-478-0297. You may leave a voicemail or text the program or make a cancellation request through your hermonrec.com account to let staff know about any after school changes. This includes lobby pick up, bus, etc. **If we are not notified of your child's absence by 2:30pm, your account will not be credited for non-attendance.**

Check-in Procedures

When a child is scheduled to attend the After School Program does not arrive, and the Program has not received an absence notification/cancellation from a parent/guardian, we will do the following:

- A call will be made or a text 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.



If a child is picked up from the program during check-in time (before 3:30 pm), please be sure to notify the staff member responsible for check-in of the child's dismissal. **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.**

Pick-up Procedures

The Before & After School Program utilizes a checkout system to ensure that each child is dismissed to the proper person at the end of the day. Children will not be allowed to leave the program unattended. Below are some reminders for pick-up:

- **Parents must walk into the building and speak with the child's group leader on duty and sign out on the clipboard.**
- Children may not go into the hallways or classrooms after they have been dismissed into the Program.
- We will not release children to anyone other than a parent, guardian, or person listed on the child's pick up list. Parents are responsible for making updates to their pick up form through their hermonrec.com account.
- If a staff member is unfamiliar with any person picking up a child, they will ask to see a picture identification before the child is released.
- The Afternoon Session ends at 6:00 pm. We ask parents to arrive by 5:55 pm in order to allow the children enough time to tidy up and gather their belongings. If a 6:00 pm. arrival is unlikely, please take a moment to call 207-478-0297.
- A \$10 late charge will be added to your household account if picked up after 6:00 pm. Continual late pick up may result in a child's suspension or removal from the program.

PROGRAMMING

The Before & After School Program strives to meet each child's need through a carefully designed schedule of physical activity, enrichment and recreational programs. Throughout the school year, the children are offered a variety of activities. The activities offered in the past have included arts, crafts, games, music, yoga, dancing and sports. Children who do not participate in a scheduled activity may read a book or use the time to complete homework.

Homework

We incorporate time Monday-Thursday for the children 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. Please let us know if you prefer to have a child complete his or her homework at home. Children who do not wish to use homework time to complete their homework may use the time for silent reading or educational worksheets.

Snacks

Snacks are not provided by Hermon Recreation. Please provide your child with a snack and a drink each Afternoon Session he or she attends. Each month, a special snack is provided, the date will be communicated by email and the monthly newsletter. If your child has any food allergies or dietary restrictions, please let us know. *Rec is not a "nut-free" zone. We have specific tables that are labeled "nut free" that is monitored by staff who educate all participants on the importance of keeping food that may contain nuts away from these designated areas.*

Outdoor Play

Children who attend the Afternoon Session can expect to spend at least 20 minutes outside during the day. 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.

Possessions from Home

Since we cannot guarantee the safe return of personal belongings, we ask that personal possessions be left at home during a child's time in the Before & After School Recreational Program. Electronics, and trading cards are not allowed in our program at any time.

If parent/guardian approves, and it will not be a distraction during the school day, children are allowed one small stuffed toy that can be used at certain times for quiet activity and free play. If rules are not followed, the privilege of bringing the stuffed toy to Rec may be revoked.

HEALTH AND SAFETY CONCERNS

A child who is not feeling well should be picked up within one hour of notification. Children who attend the program should be well enough to participate in the normal routine. Please report any changes of emergency contact information, telephone numbers, or addresses to the Program Director as soon as they become available. Although this information will be kept confidential, it will be shared with appropriate staff members to facilitate communication with parents or guardians in emergency situations.

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 Policy

Medication must not be sent to the Before & After School Recreational Programs unless absolutely necessary and only under very specific conditions. Please contact the

Program Director to get a copy of the Hermon Recreation Program Medication Policy Form.

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 on shoveled areas.

BEHAVIOR & DISCIPLINARY MANAGEMENT

The children and staff working in the program are expected to treat each other with respect, tolerance, kindness, and consideration. The rules and behavior expectations utilized by these programs will be explained to the children clearly and reinforced in a consistent manner. Children will be given reminders and redirection in order to encourage positive behavior. Time-outs are used in our program based on the age of the child. Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the wellbeing of the child or others in the program.

We've adopted and implemented the Hermon Elementary School Behavior Plan. Please review your child's student handbook for further information regarding the Major/Minor Behavior System.

The four school rules and rules we abide by at Hermon Recreation are:

- 1. Be Safe**
 - 2. Be Respectful**
 - 3. Be Kind and Caring**
 - 4. Be Responsible**
-



Below is a list of disciplinary actions based on the behavioral incident:

- Redirection
- Verbal warning
- Time-out
- Incident report
- Parent contact
- Loss of privilege
- Suspension or removal from program

Office Discipline Referrals

Hermon Recreation has integrated the incident reporting system/behavioral plan used at Hermon Elementary School. School rules apply to Rec, and will continue to be followed in the summer program too. Office Discipline Referral (Majors & Minors) are used to help communicate with families regarding the wellbeing of their child and create positive outcome from the unwanted behavior. Below is a guide to behaviors that would warrant an Office Referral Form and is not all inclusive

Minor: not listening or being disrespectful, fighting, teasing, inappropriate language

Major: acts of violence or an attempt made towards others or themselves, unsafe behavior, bullying, leaving the Program (school grounds) without permission, a Safety Care restraint has been made following a bolt or aggressive behavior, 5 Minor Reports regarding the same behavior

Data collected from office discipline 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.

RELEASE OF LIABILITY

I am aware by participating in these Programs there is a risk of injuries or accidents, and will not hold responsible for such injuries or accidents the Town of Hermon, its employees, agents or volunteers, or owners or managers of properties on which my child may be during

the course of my child's participation, and waive all rights and claims against them. I will indemnify and hold harmless the Town of Hermon for any and all such claims, including but not limited to claims arising out of the negligence of the Town or its employees. In addition, I give the Town of Hermon and its employees, agents, and volunteers permission to contact our family physician, emergency medical personnel, and/or a hospital for medical treatment to be applied to my child in case of injury or accident.

COMMUNICATION

In order to maintain a positive environment, we do not allow any inappropriate behavior by an adult. Verbal abuse of a child or staff or confrontations with a staff member in the presence of a child, is grounds for termination of the family's participation in the program. Hermon Recreation maintains an open door policy. Please contact us with any concerns you may have regarding payments, policies, staffing, activities or your child's participation in the program:

Lindsey Ouellette, Program Director
207-478-0297 or ouellette@hermon.net

Mary Cameron, Recreation Director
207-848-4075 or cameron@hermon.net