



# **Before & After School**

## **Parent Handbook 2021-2022**

## Contents

PERSONS TO CONTACT .....	3
HOURS OF OPERATION .....	4
CLOSING TIMES AND FEES .....	4
ADMISSION & ENROLLMENT .....	4
PAYMENTS & FEES .....	4
PAYMENTS .....	4
Registration Fees .....	5
Single Day Drop-In Fee ***New 22/23*** .....	5
Fees.....	5
Fee Exemptions .....	6
ARRIVAL AND DEPARTURE.....	6
NOTIFICATION OF ABSENCE .....	7
CLOSINGS.....	7
LOCKDOWN PROCEDURES.....	7
IMPAIRMENT POLICY .....	7
BEHAVIOR EXPECTATIONS & DISCIPLINE.....	8
BULLYING .....	8
STUDENT’S WITH IEP’s AND 504 PLANS .....	9
PLAYGROUND RULES .....	9
ILLNESS AND ACCIDENT .....	9
EMERGENCY MEDICAL CARE .....	10
USE OF MEDICATION .....	10
FOOD ALLERGIES.....	10
MANDATORY REPORTING .....	11
CLOTHING .....	11
TERMINATION OF ENROLLMENT .....	11
VACATION CAMPS .....	11

## **PARENT HANDBOOK**

### **2022-2023**

We have an exciting year planned and are glad that you and your child/children will be a part of our program. The main objective is to provide a safe enjoyable program and environment for your child/children and **our main concern is your child.**

We stress recreation and socialization for your child/children as we believe this is the time of day when they should have fun and make new friends. The children can choose from a variety of activities, which are supervised by the staff. The Town of Madison Beach and Recreation Department After/Before School Program does not discriminate on the basis of disability in admission to, access to or operations of its programs, services or activities.

It is the responsibility of you, the parents to make sure the classroom teacher is aware of your child's schedule and to notify the After/Before School Program staff of your child's attendance or nonattendance. Call **(203-245-5621)** to notify the Director, please leave a detailed message if there is no answer.

## **PERSONS TO CONTACT**

If you should have any questions or problems regarding the After/Before School Program, contact the following persons:

Matt Quatrano  
Before/After School Director  
203-245-5621  
Email: [quatranom@madisonct.org](mailto:quatranom@madisonct.org)

Austin Hall  
Director of Beach and Recreation  
203-245-5623  
Email: [halla@madisonct.org](mailto:halla@madisonct.org)

## HOURS OF OPERATION

School	Before School	After School	Early Dismissal/Conference
Jeffrey Elementary	7:00 – 8:45 a.m.	3:25 – 6:00 p.m.	1:00 – 6:00 p.m.
Ryerson Elementary	7:00 – 8:45 a.m.	3:25 – 6:00 p.m.	1:00 – 6:00 p.m.
Brown Intermediate	7:00 – 7:45 a.m.	2:00 – 6:00 p.m.	12:15 – 6:00 p.m.

**Brown Before/After School is held at Ryerson. Parents should drop off and pick up their child/children from Ryerson. Students will be bussed to Brown in the morning and to Ryerson in the afternoon.**

The Madison Beach and Recreation After/Before School is held in the following locations:

- Jeffrey School Multi-Purpose Room/Cafeteria
- Ryerson School Multi-Purpose Room/Gymnasium

## CLOSING TIMES AND FEES

The program ends at 6:00 p.m. A late pick-up fee of \$1.00 will be charged for every minute you are late. You will be billed accordingly.

## ADMISSION & ENROLLMENT

Children in kindergarten (K) through fifth (5) grade may register for the After/Before School Program. Enrollment is on a first-come, first-served basis. We staff according to our enrollment. Our program has a 1-10 ratio, or less, at all times.

Your child can be enrolled on a regular basis, meaning that he/she attends one day, two days, three days, four days or five days each week. You will pay monthly according to your schedule. If your child does not attend, you will be expected to pay your monthly fee. If your child's schedule changes, you MUST notify the After/Before School Program in advance, so our records can be changed. A Before or After School Program can/and will be closed if there are not enough students registered to warrant a program at a site.

## PAYMENTS & FEES

### PAYMENTS

Fees are due on the 15th of each month. Payments can be made:

1. In the mail
2. In the office
3. Online [www.madisonct.org/recreation](http://www.madisonct.org/recreation)

Failure to make payment will result in your child being suspended from the program. Please make checks out to "Town of Madison".

**Payment Fees by Child:**

- 1st child full monthly fee
- 2nd child full monthly fee
- 3rd child one-half monthly fee

Fees are due regardless of attendance. We have to staff according to the time you have scheduled your child/children to attend, whether they attend or not. If you change your schedule, you will be expected to pay the month’s billed fee and your schedule change will take effect the next month. If you have your child attend an extra day, be sure the After/Before School Program is notified ahead of time.

***Please note that failure to pay bills will result in you not being able to register for, or participate in, any other Beach and Recreation Department programs. A list will be kept at the Beach and Recreation office. If you are experiencing financial difficulties, please contact the Director to make alternative arrangements.***

**Registration Fees**

- **\$25.00** registration fee for one child
- **\$40.00** registration fee for family

**Single Day Drop-In Fee \*\*\*New 22/23\*\*\***

- **\$20.00** per drop-in

Your child/children must be registered for the Before/After School program in order to use a single day drop-in.

In the event that your child needs to attend a day outside of their schedule, you can purchase a single day drop-in. You must notify the Before/After School Director by either phone or email that you would like to purchase a single day drop-in. You must also notify the school that your child/children will be attending after school on a day outside of their schedule.

**Fees**

Jeffrey, Ryerson, & Brown	Before School	After School
<b>5 days per week</b>	\$145	\$227
<b>4 days per week</b>	\$125	\$189
<b>3 days per week</b>	\$104	\$148
<b>2 days per week</b>	\$82	\$113
<b>1 day per week</b>	\$61	\$76

June fees will be half of your monthly fee. June is a shorter month.

## Fee Exemptions

If a child is kept home on a physician's advice due to illness for five (5) consecutive days, a doctor's note is needed to verify the child's absence, in order to receive a credit. However, if the child is sick fewer than five days, the complete monthly fee shall be due.

## ARRIVAL AND DEPARTURE

Only authorized persons will be allowed to pick up your children. If there is to be a change in your child's usual departure procedure, please advise us:

### Before School

1. Parents MUST wait until our staff arrives before leaving child/children.
2. NO CHILD IS TO BE DROPPED OFF.
3. Parents MUST sign child in with staff.
4. When school has a delayed opening, the Before School Program will also have a delayed opening following the school schedule.

### After School

1. Parents must pick up their children. We do not provide transportation.
2. A child will be discharged from the program only to:
  - a. Parent/guardian
  - b. Designated person (in writing)
  - c. Persons not known will have to show identification
3. State law stipulates: Unless we have a court order stating otherwise a child can be released to either parent. We, therefore, will not be responsible for policing custodial disputes.
4. All children MUST be signed out by:
  - a. Parent/guardian
  - b. Designated person

Indicating time of pick-up before leaving the program. Failure to mark time down will result in your being charged for the whole afternoon if your child is a drop-in. **NO CHILD WILL BE PERMITTED TO MEET A PARENT AT THEIR CAR.**
5. On snow days when school has not been dismissed early and the weather is deteriorating, our staff will make phone calls starting at 4:00 p.m. For this reason, we need four (4) emergency phone numbers, which are designated to pick up child/children by parents.

## NOTIFICATION OF ABSENCE

**It is your responsibility** to notify the After/Before School staff when your child is absent. Please follow the procedure listed below:

**Call (203-245-5621) to notify your child's site of his/her absence prior to 3:00 pm.**

Between 3:00-6:00 p.m. call the cell phone at your child's site.

Jeffrey 203-410-6889/203-410-6887

Ryerson & Brown 203-974-2391

If you **DO NOT** notify the After/Before School Program of your child's absence the following procedure will be followed:

1. Your child will be taken from the bus line and brought to the program.
2. The bus company will be contacted and your child will be brought back to the program.
3. You will be called and advised that your child is at the program.

If your child is absent from school:

1. You do not have to contact the After/Before School Program.
2. Your child will not be able to attend the After/Before School Program that day.

## CLOSINGS

The After/Before School Program will follow the policy of the Madison Public School System regarding closing due to snow or other emergencies. (One-hour delay, 90-minute delay, two-hour delay).

- If the Madison schools are dismissed early due to inclement weather or other emergencies, the After-School Program will be cancelled.
- If the Madison schools are dismissing at the regular time but have cancelled after school activities, (i.e., clubs, intramurals, practices, etc.), the After-School Program will be cancelled as well.

## LOCKDOWN PROCEDURES

If a situation should occur where we have to secure a lockdown for the safety of the children, we will follow the procedures used by the school during the school day at our program. This is for consistency for the children.

## IMPAIRMENT POLICY

If you appear physically impaired to us, we will suggest you allow us to call someone to drive you and your child home. Please be aware that in order to protect ourselves, we will notify proper authorities if refused.

## BEHAVIOR EXPECTATIONS & DISCIPLINE

We have rules which all children are expected to adhere to. Children are to show the same respect to our staff they would to any authority figure. If a discipline problem reoccurs, termination of participation in the program will take place.

1. Students will speak and behave respectfully toward each other and staff
2. Students will respect their school by keeping it clean and safe
3. Students will keep hands, feet and all objects to themselves at all times
4. In order to ensure a safe environment, conflicts will be settled peacefully. Students who feel they are unable to solve conflicts peacefully need to seek an adult for assistance. Students are responsible for their actions and need to avoid physical or verbal aggression at all costs.

There is a one-month probationary period for each child and an opportunity for the staff and parents to determine if the program is appropriate for the needs of the child and family. We encourage positive methods of disciplining children in the program and do not allow parents or staff to:

1. Use abusive language
2. Physical punishment
3. Emotional maltreatment

## DISCIPLINE PROCEDURES

An incident report will be written up for each incident that occurs. The reports will be kept on file with the Before/After School Director. Parents will receive a copy of each report the day the incident occurs.

1. 1st time student breaks the rules – staff talks to student about what they did wrong
2. 2nd time student breaks the rules – child will be pulled from play to regain composure
3. 3rd time student breaks the rules – student will not participate at Before/After School for the remainder of the day

**Three reports will result in a formal meeting with the parent(s), Site Supervisor and After/Before School Director. Suspension from the program could take place.**

## BULLYING

Please note that any form of bullying behavior is expressly forbidden and subject to disciplinary action, including suspension and expulsion from the program.

PARENTS MAY NOT APPROACH CHILDREN, OTHER THAN THEIR OWN, concerning behavior issues occurring during the program hours. If you have a concern, a staff member must be notified and the Site Supervisor will address it.



## **STUDENT'S WITH IEP's AND 504 PLANS**

If your child has an IEP or 504 Plan, please consider signing a Release of Information form so we can communicate with the student's case manager and/or school staff. This communication will allow us to better provide services for your child because we will have a better understanding of their strengths and challenges. It will also allow for us to understand the type of support which helps your child be successful at school such as additional adult support. If your child has a behavior plan, the communication between Madison Beach and Recreation Department After/Before School Program and Madison Public Schools is essential for us to know how to support your child. If you have any questions about the Release of Information with Madison Public Schools, please contact the Director of Special Education Dr. Elizabeth Battaglia (e)battagliae@madison.k12.ct.us (p) 203-245-6340.

## **PLAYGROUND RULES**

Please review these with your child for their safety.

- No one is allowed to return to the building without staff supervision when outdoors
- Students will keep their hands and feet to themselves.
- One student on each piece of equipment at a time.
- If a student can't reach a piece of equipment, they can't use it.
- Slides: children are to slide down, feet first, one at a time.
- Students should not sit on top of any monkey bars.
- No pretend weapons, example: sticks for swords or guns.
- Gangs or clubs are NOT permitted.
- No physical contact is allowed.
- Flag football is the only acceptable football game and must be played in the designated field area.
- No standing on swings, one child should not push another, no walking in front or behind the swings when another child is swinging, and no jumping off the swings.
- Chasing activities, unless part of an organized game, are prohibited.
- The throwing of foreign objects, i.e., stones, snowballs, etc. is absolutely forbidden.
- Fences are NOT to be climbed.
- Play is prohibited under any area of the big toy.
- Gymnastics activities are NOT permitted
- Other games, such as tag, ball play, or running, etc. are not permitted on or around the big/little playscapes.

## **ILLNESS AND ACCIDENT**

After/Before School Program staff are trained in first-aid, AED, CPR, and how to administer an epi-pen.

1. Minor cuts and bruises are given first-aid at the program. In the event of anything more serious, an attempt is made to reach the parents. Emergency files will be kept on the premises for each

child. Parents will be notified by phone of any illness. Parents or authorized persons will be expected to pick up a child who appears, to our staff, to be too ill to remain in the program. We expect that if you are called in an emergency, you will come as soon as possible.

2. In cases of sudden illness, the child will be isolated from the other children until picked up by a parent or designated responsible person. The child will rest in the “quiet area” supervised by a staff member.
3. If your child is to be absent because of a contagious disease, please notify us so we may post it properly at the site.
4. Inform the staff members on duty of any significant incidents such as lack of sleep or unusual excitement at home which might affect behavior of the child.
5. If your child becomes ill at the end of the school day, the child will not be able to attend the After-School Program that afternoon.

## **EMERGENCY MEDICAL CARE**

In cases of acute medical problems, the program will make every effort to contact the parents immediately. In the event of an emergency, 9-1-1 will be contacted and your child will be taken by ambulance to the nearest hospital. A staff member will accompany the child if the parents cannot be contacted. For this reason, it is important that the emergency release form be signed.

## **USE OF MEDICATION**

Students will be allowed to self-administer medications as long as proper forms are on file with the After/Before School Program. A form must be signed by a physician and the parent stating that the child has been trained to administer medication to him/herself if they need it. Medications will be kept in a locked box at each program site. The Recreation Department does not have access to medications in possession of the school Nurse. Separate medications must be provided for the After/Before School Program.

As permitted by state law, staff will be trained to administer cartridge injector medication. All necessary paperwork signed by a physician and parent must be on file with the Madison Recreation Department After/Before School Program.

## **FOOD ALLERGIES**

If your child has a food allergy, we will follow the steps listed below:

1. Child will be separated from group, if requested by parent.
2. All tables will be disinfected following the snack time.
3. All participants will wash their hands with antibacterial soap before play resumes.
4. If your child experiences a reaction, we will make him/her as comfortable as possible, 911 will be called and all attempts will be made to contact the parents and then people listed on the emergency contact list.

## MANDATORY REPORTING

Our staff are Mandatory Reporters to the Department of Children & Family (DCF). We are required to contact DCF with any concerns regarding neglect or abuse.

## CLOTHING

We believe that children should be allowed to play without fear of scolding if their clothing gets dirty. Therefore, expect soiling and do not blame the child or the staff. Children should wear or bring sneakers to the After School Program daily. Whenever weather permits, time will be spent outdoors on the playground. During the winter months, please see that your child is dressed appropriately for outdoor play.

We strongly discourage children not to bring to After School:

1. Phones
2. Video games / other electronics
3. Collector cards
4. Sports equipment

**The After/Before School Program is not responsible for broken or lost items.**

If there is something the child would like to bring to After/Before School, please speak with the Site Supervisor.

## TERMINATION OF ENROLLMENT

It is imperative that parents cooperate with all the policies described in this booklet. The Director may terminate a child's enrollment in cases of:

1. Non-payment of bill.
2. Parent's unwillingness to cooperate with program policies.
3. Children with serious social, emotional behavioral and health related difficulties.

## VACATION CAMPS

Vacation Camps are run by the Recreation Department and ARE NOT part of the After/Before School Program. They will be run on days school is not in session with the exception of:

- Thanksgiving Break
- December Break
- Martin Luther King
- Good Friday
- Memorial Day
- Labor Day

You can check the town website: [www.madisonct.org/AfterSchool](http://www.madisonct.org/AfterSchool) to find scheduled events, registration information and deadlines. If you have any other questions, you may contact the program Director, Matt Quatrano at: 203-245-5621. We also send flyers to the sites with information on any camp days we provide. If insufficient numbers are not reached by the deadlines set, the camps will be canceled.