

Brooklyn Parks and Recreation

CLUB REC

Before and After School Parent Manual

2023-2024

Parks and Recreation Office
Monday – Wednesday 8 AM to 5 PM
Thursday 8 AM to 6 PM; closed Friday
Phone: 860-779-3411 ext. 7
Email: recreation@brooklynct.org
Before & After School Program
Scheduled School Days
7 AM – 8:30 AM & 3 PM – 6:00 PM
Phone: (860) 617-2465
Email: brprograms@brooklynschools.org

REGISTRATION AND FEES

To participate in the program a new general registration form must be completed before the start of each school year. Registration may be completed at the Recreation Department or online at [Brooklyn.recdesk.com](https://brooklyn.recdesk.com). You may pay for the year all at once or utilize a monthly or bi-weekly payment plan. Payments must be made directly to the Parks & Recreation office or online at [Brooklyn.recdesk.com](https://brooklyn.recdesk.com). No payments will be accepted by program staff. First tuition payment is due on August 1, 2023. All registration forms and fees **must stay current** for a child to participate in the program.

DAYS OF OPERATION

Before & After School Program runs on regular, scheduled school days. **After Care will NOT run on scheduled early dismissal days. Before and After Care will not run on scheduled Professional Development (PD) days.**

Other programs may be available for registration on those days for a separate fee. Please check our website as these days approach.

ABSENCE FROM PROGRAM

If your child is going to be absent from the program on any given day, they are registered please call the Before & After School Program (860-617-2465). No refund or credits will be given for any child who is absent from the program. There may be no substitutions for children who cannot make the program on a particular day.

SCHOOL CANCELLATION POLICY

If there is a morning delay there is **no** morning program, but the afternoon program will continue as scheduled. Unscheduled early releases and school cancellations will result in **no** afternoon Before & After School Program. In the event of a school delay, cancellation, or unscheduled early release, no refunds are given.

BEFORE SCHOOL PROGRAM

Arrival: The morning program runs from **7:00 AM** to 8:30 AM (school start time). Parents must walk their children inside for drop-off and sign their child in. The sign in sheet is located on the cart outside the building entrance to the program. Children may bring their breakfast to eat at the Before & After School morning program, but we ask that children pack their breakfast in non-breakable containers. We do not allow caffeinated drinks in our program such as coffee or energy drinks.

AFTER SCHOOL PROGRAM

Arrival: After School Program participants are dismissed to the Brooklyn Recreation Department over the loudspeaker at the end of the school day. Participants are expected to walk from their classrooms to the Before & After School Program. The exception of this is kindergarten, first grade, and middle school. A staff member will go to pick those groups up to ensure the safety and efficiency of the participants. Staff will take attendance as participants arrive at the program.

Dismissal: Every child must be signed out by their parent/guardian or authorized pick-up person no later than the program's scheduled end time. Any person not known by staff will be asked for identification and will be verified by the approved pick-up list for that child.

EARLY DROP OFF / LATE PICK UP

Early Drop Off: No child may be dropped-off prior to the program's scheduled start time. If a child is dropped off for a program, prior to program staff arrival, and left unattended by their parent/guardian, a fee will be assessed, and staff will notify both the Recreation Office and the Resident State Trooper. **An early drop-off fee of \$1 per minute will be charged**, starting at the time program staff becomes aware a child has been dropped off early until the program's schedule start time.

Late Pick-up: If you know you are running late, please inform the Before & After School Program staff at (860) 617-2465. **A late pick-up fee of \$1 per minute starting at 6:06 pm** will be charged to parents until their child is picked up from the program by a parent, emergency contact, or a State Trooper.

If a child has not been picked up by 6:05 PM, Staff will notify the Recreation Office, and then call the parents first and the emergency contact second.

If a child is not picked up by 6:20 PM and the parents or emergency contact have not been reached, **or** are unable to immediately pick up the child, staff will call Brooklyn Resident Trooper to escort the child home that evening. If parents repeatedly do not adhere to the pick-up time, the child will be suspended from the program **without a refund**.

Brooklyn Parks & Recreation Department reserves the right to suspend a child from the Before & After School Program as well as deny the child(ren) participation in other Department programs for repeated failure to adhere to the drop-off or pick-up times.

SNACKS

A snack is provided at the After School Program, during snack time. Participants may bring a snack from home as well. A snack is not provided at the Before School Program.

WHAT TO WEAR/BRING

Participants should dress in "play" clothes as they will participate in games, sports activities, as well as arts & crafts. Your child's last name should be written on all clothing and gear as these items are often left behind at the Recreation Department. Please send these items with your child every day they attend (in their backpack):

- A full reusable water bottle
- Proper footwear for outside play

A reusable water bottle should be sent with your child every day! It is the parent's responsibility to provide a reusable water bottle. *If a child comes to program without a reusable water bottle, one will be provided, and your account will be charged \$5.00.*

WHAT TO LEAVE AT HOME

Please do not send the following items with your child:

- Cell phones
- Electronic gaming devices, music players, etc.
- Toys from home
- Knives or weapons of any kind

The use of personal cell phones by program participants is prohibited. The Brooklyn Parks and Recreation Department **IS NOT** responsible for a child's cell phone. We strongly recommend that cell phones remain at home. If a child does have a cell phone, we ask that you speak with your child about leaving it in their backpacks. If you need to contact your child, you can call the Before & After School Program at (860) 617-2465 and a message will be forwarded to your child.

BEHAVIOR

Respectful behavior is expected behavior. Participants must follow the directions of staff members and are expected to follow the “Three Rs”: Respect yourself; Respect others; Respect the environment. Behavior that requires repeated attention from staff members will result in disciplinary action. Parent/guardian will be notified of the behavior and any action taken. Repeated or serious misbehavior may result in suspension or expulsion from our program without a refund.

BULLYING

Brooklyn Parks and Recreation takes its responsibility to create a safe environment for all participants very seriously. Acts of bullying will not be tolerated. Bullying both at-camp and online is prohibited. Each situation will be evaluated on a case-by-case basis and any subsequent follow-up actions are at the discretion of the Brooklyn Parks and Recreation Department. Results may include suspension of various degrees from camp with no refund.

Brooklyn Parks and Recreation Department uses the Connecticut anti-bullying laws and regulations definitions for bullying and cyberbullying *Conn. Gen. Stat. § 10-222d (2019)*.

BOUNDARIES

Counselors supervise their assigned group and other participants when engaged in activities at Brooklyn Elementary School and surrounding outdoor spaces. The general areas of supervised play are: school building, playground, and wooded trails. During program hours **NO ONE** is allowed to play: in the woods (unless in a group and accompanied by a program counselor), or the parking lot.

DISCIPLINE

A discipline policy is in place to ensure everyone’s safety, peace of mind, and enable all children to have fun and get the most out of their Before & After School experience. A copy of the discipline policy is located at the end of this packet and must be read and signed by both the parent and the child through your Recdesk registration.

During the program, the Director may call a parent and ask that he/she come to pick up his/her child. If the parents cannot be reached, the child will sit out until a parent arrives. No refunds will be given if a child is removed from the program for disciplinary reasons. If prolonged disciplinary problems occur with a child, the Department reserves the right to deny the child participation in the Before & After School Program as well as other Department programs.

QUESTIONS, COMMENTS OR CONCERNS

Please direct all questions, comments or concerns to the on-Site Coordinator before reaching out to the Parks & Recreation department office.

PARTICIPANTS WITH SPECIAL NEEDS

Brooklyn Parks and Recreation Department strives to meet the individual needs of all our participants. Parents are requested to discuss with us, prior to the start of the program, how best we can accommodate their child’s special physical, emotional, behavioral, mental, or medical needs.

There will be a “Get to Know your Child” form on your Recdesk registration. We encourage you to include information that may be beneficial for the Program Director and coinciding staff to know. This may include information in your child’s IEP, 504 plan, or any overall behavioral, emotional, mental, or

physical information. All this information will remain private. Any information you provide is to ensure we can provide the best experience possible for your child and accommodate to the best of our abilities.

We are committed to providing a wonderful experience for a wide range of children. If you find that we cannot adequately meet the health needs of a child within our program setting, please discuss the matter immediately with the Program Director and/or Recreation Director.

HEALTH POLICIES

Parents are responsible for providing Brooklyn Parks and Recreation Department, in writing, information about any changes in the health status of their child including but not limited to dietary restrictions, allergies, physical restrictions or concerns. *If your child(ren) are feeling sick or have a fever, keep them at home.*

Injury: In the event of minor injuries, staff will administer basic first aid, and the child will remain in the program, if possible. Otherwise, the parent/guardian will be contacted, and the child sent home to recover. In the event of a major injury, we will call 911 and make every attempt possible to contact the parent or guardian.

Medication: Staff members **are not** permitted to administer medication. Staff will not administer any medication (including aspirin) to your child. Children should not bring medication with them to the program. The only medications that we will supervise are the use of are inhalers with prescriptions and Epi-Pens with a prescription. **Please discuss inhalers and Epi-Pens with the Recreation Director and Program Director prior to starting the program. If your child carries any emergency medications such as inhalers or epi pens, it is very important that counselors know the location of the emergency medications in case an emergency occurs.**

Illness: If your child/children is/are ill, please keep them at home, where he or she will be able to rest and get well. Please refrain from sending a sick child to the Before & After School Program. We do not have the facilities to care for a child who is contagious or does not feel well enough to participate in group activities. If your child becomes ill during the Before & After School Program, we will ask you to pick up your child from the program. If the parents cannot be reached, the emergency contact will be called, and the child will sit out until a parent arrives. If we determine that your child is sick, we ask you to keep him/her out for 24 hours to prevent the spread of illness.

Head Lice: If your child contracts lice, we would appreciate notification so that we can take appropriate actions to stop the spread. If staff check your child and they have live eggs or lice we will call a parent or emergency contact to have them picked up. We will ask you to keep your child out of the program until s/he has no live lice. A notice will be sent home to notify other parents that they should check their child/ren for lice and take appropriate action to treat it.

DISCIPLINE POLICY

Please read this document carefully. This will also be provided on your Recdesk registration, where you and your child will be asked to review and sign.

Keeping order and good conduct of behavior at the program enables all participants to have fun and get the most out of their Before & After School Program experience. We have a strict discipline policy to ensure everyone's safety and peace of mind.

MINOR OFFENSES: Breaking program rules

1. No violence
 2. Listen and follow directions
 3. Be honest
 4. Be a good sport
 5. Respect equipment, staff, and peers
- (Three R's: Respect yourself, Respect others, and Respect the environment)

CONSEQUENCES: First offense - Verbal warning.

Second offense - Removal from site to Recreation Office and parents/guardians will be notified in writing.

Third offense - Possible suspension from the program

No refunds will be given.

SERIOUS OFFENSES:

Swearing or verbal abuse of staff and/or participants

Endangering another person's well-being

Running away from the playground Stealing or destruction of property.

Sexual harassment/abuse

Possession/use of alcohol and/or tobacco and/or weapons

CONSEQUENCES:

These offenses will be investigated by Recreation Department staff and appropriate action will be taken up to and including, involving law enforcement and/or suspension from program for the remainder of the school year.

No refunds will be given.