

Deerfield Parks & Recreation  
**After School Clubhouse Guidelines**  
2016-17



**Where the program is held:**

Our Program is located in the George B. White Building at 8 Raymond Road, Deerfield, New Hampshire. The entrance to use when picking up your child is the glass door located between "Claire's Cuts" and the Police Department.

**How students will get to the After School Program:**

Students will get on the bus designated for the Deerfield Parks & Recreation's (DPR) After School Program leaving from Deerfield Community School (DCS) each day. If your child does not attend DCS (homeschooled) it will be up to you to get your child to the program.

**As parents, we ask you to please do the following:**

1. Give your child's teacher written authorization for the dates that you would like your child to be on the DPR's After School bus.
2. Confirm that same schedule with our program (via email, in person, or by phone), and make sure it is consistent with your payment. A weekly schedule will be sent via email to all families as well as to DCS and Dail Transportation on the Friday before the following week. This schedule will be based on payments received on Thursday. Multiple week /monthly payments are an option as well. If the payment/schedule is not received on Thursday for the upcoming week, you will need to contact the Parks & Recreation office for availability.
3. Please notify the school and DPR with any changes due to absenteeism or other circumstances.
4. When the bus arrives at our program, your child will be checked off the bus with the list of the day's attendees. You will be notified as soon as possible if there are any discrepancies.

**Picking up your child:**

Our concern with child pick-up is always safety. Staff will always ask for photo ID, unless they are certain who the parent or authorized pick-up is. Be prepared each day with photo ID. On your consent form you may list other adults that are too authorized to pick up your child. However, you should always inform us in advance if there is to be someone other than the legal guardian and/or parent picking up your child, even if they are listed on the consent form.

**Making this system work effectively for you:**

Choose your emergency contacts carefully as you may want to rely on them for pick-ups. You may add to this list whenever you choose. Talk to your emergency contact and make sure they understand the policies, particularly around the issue of identification. Lastly, while we may know many or most of the families, please be patient with our need to see identification. We will hold all of our staff accountable to this system.

**Pick up time:**

All children are expected to be picked up by 6:00pm. Please be respectful of this and call the ASC (603-370-2596) if you know you will be later than 6:00pm.

**After School Clubhouse fees:**

There is a once per school year initial registration fee of \$30.

We offer a weekly rate of \$35 or a daily rate of \$10 once the child is registered. If we do not have payment by Thursday for the following week, or have not heard from you, we will assume you will not be participating for the next week.

If you have not paid for the week, you may contact us to check for availability at a rate of \$10.00 per use (\$10 payment will be due at pickup; be sure to notify the School for any last minute changes).

Deerfield Parks & Recreation Office: 603-463-8811 x305

After School Cell: 603-370-2596 (best number to call)

Email - parksec@townofdeerfieldnh.com

Joe Manzi Director Cell 608-9008

**Our Tax ID #: 020275724**

We are a Licensed Exempt Recreational Program, under RSA 170-E: 4

*Grievance Policy is available upon request on our website under "After School Clubhouse Grievance Policy"*

**No School ~ No After School**

When there is no school, due to weather or a holiday, there is no After School Care. Any time there is a school early release, we will provide the additional hours for After School Care at no additional cost. Please refer to the school calendar for early release days.

**2016-17 Holidays with No After School Care are as follows:**

Monday	September 5th	Labor Day
Friday	September 30th	Deerfield Fair Day
Monday	November 11 <sup>th</sup>	Veteran's Day
Wednesday, Nov. 23rd through Friday, Nov. 25 <sup>th</sup>		Thanksgiving Holiday
Monday	January 16th	Martin Luther King Day
Monday	May 30th	Memorial Day

**The above list does not include December, February and April vacation weeks.**

**Teacher Workshop Days & School Vacations:**

DPR will provide school vacation coverage & teacher workshop day coverage. However, these are separate from the After School Program. Information on their specifics will be provided.

**Winter Weather Policy:**

We follow the school's decisions by which if they close, we close. If they call for early release the night before, we will also be closed. If they call early release the day of we will close 2 hours after school dismissal time. In the case of severe weather, we may need to close sooner or completely but will make such decisions on the day of after which families will be contacted via email as soon as the decision has been made.

**Refund Policy:**

We cannot refund or credit you for scheduled days that you don't use. Our staffing and availability for families depends on your pre-arranged, week-to-week schedule. We have been flexible with this in the past, but with the growth of the program, and the specific payment per use breakdowns and discounts, we must honor the schedule. Thank you for your cooperation. Please have your schedule and payment to us by the Thursday of the previous week

**After School Club House Sample Schedule:**

2:50pm - 3:20pm Arrivals/Snack/ Clean- Up  
3:20pm - 4:00pm Optional "Study-Lab" for children with homework  
4:00pm - 6:00pm Afternoon Activities/Clubs

There will be flexibility with the schedule depending on special activities, the amount of daylight, weather concerns, etc.

**Study Lab**

\*Beginning with the 2015-16 School year, the After School Clubhouse offers a daily optional "Study Lab" to all of our attendees for the purpose of working on homework or reading. Students may choose, on a daily basis, whether or not to participate. During this time only, students may also use school-issued/required electronics to complete their assignments.

**Snacks:**

Families are required to provide snacks and drinks in their child's lunch each day for the After School Program. Due to the size of the program, this is the quickest and most effective way to accommodate our snack routine. A water bottle is recommended also, especially during the months we have outdoor activities.

**Physical Activities:**

Each day we will engage in a group or individual physical activity. Children will not have to "be into sports" to develop an understanding of the importance of physical activity or to have fun.

**Special Activities:**

Drawing on our mission statement, we plan to have a variety of different special activities, and special interest clubs, which motivate, inspire and give back to the community. This is where we ask for your help in providing any voluntarism, ideas or materials.

**What to bring:**

In addition to snacks, homework/supplies, and a book to read, please make sure your child has the appropriate clothing for our activities; boots, mittens, hats, winter jackets, etc. during the winter months are recommended. Also, bring a pair of sneakers and extra socks.

We will use common sense during the bitter cold and not go outside; however, we will play in the snow when it's reasonable to do so.

In addition, we follow the Deerfield Community School policy of remaining indoors when temperatures reach below the minimum of fifteen degrees. For safety and health reasons, please keep sandals/flip flops at home even into the summer months when the weather becomes warm. *We do not allow personal electronics at the program. No weapons of any kind are permitted.*

**Staff:**

Keeping with our overall theme of the program, the primary concern of our staff is the safety and well-being of each student. We take the responsibility of caring for someone else's child very seriously. We hire only high-energy individuals who are truly invested in making a positive impact, understand appropriate boundaries and positive discipline and like to have fun!

**Boundaries:**

As mentioned above, we expect our staff to truly understand what appropriate boundaries mean in the context of a staff-child relationship.

1. Physical contact is limited to "high fives", "fist bumps" or specific group activities. No sitting on laps, climbing on staff, hugs, or horseplay.
2. Only appropriate language and topics of discussion.
3. No staff shall ever be "one-on-one" with a child.

**Discipline Policy:**

We employ a "privileges and consequences" method of discipline in our program. Those who meet the expectations of the program will maintain all the privileges of the program and vice versa. In cases of inappropriate behavior, consequences in the form of a "learning task" will be given. The purpose of the learning task will first be to identify what is valued by the individual that prompted the inappropriate behavior and then to teach more appropriate ways of obtaining what is valued. Depending on the severity of the behavior, parents may be asked to read & sign an incident report. All families will be kept aware of any behavioral issues on a daily basis. Any parent concerns regarding behavioral or staff issues should be brought to the attention of Joe Manzi as soon as possible.

## Deerfield Parks & Recreation After School Medical Information & Emergency Contacts

<i>Participant's Name:</i>	<i>Grade:</i>	<i>DOB:</i>	<i>Teacher's Name:</i>
<i>Parent(s) Name:</i>	<i>Home Phone:</i>		<i>Work Phone:</i>
<i>Cell Phone(s):</i>	<i>Email Address:</i>		
<b>Mailing Address:</b>			
<i>In the event of an emergency, which is the first contact &amp; number that should be called?</i>			<i>Name:</i>
			<i>Phone:</i>
<b>Please list two relatives or friends who may assume temporary care of your child if you cannot be reached:</b>			
<i>Name:</i>		<i>Address:</i>	
<i>Home Phone:</i>		<i>Cell Phone:</i>	
<b>Name:</b>			
<i>Name:</i>		<i>Address:</i>	
<i>Home Phone:</i>		<i>Cell Phone:</i>	
<b>Any emergency contact picking up your child must show proper identification.</b>			
<i>Medical Information: Any special needs or issues? This should include whether they have a one-on-one aid at school and/or an IEP.</i>		<i>Yes or No (please circle one)</i>	
<i>If yes, please explain:</i>			
<b>Medications:</b>			
<b>Allergies:</b>			
<i>Family Physician's Name:</i>			<i>Phone:</i>
<i>Hospital of Choice:</i>			<i>Phone:</i>
<i>Insurance Provider:</i>			<i>Policy Number:</i>

**Deerfield Parks & Recreation  
Consent for Medical Treatment & Indemnity Agreement**

**After School Clubhouse Medical Policy:**

Parents will be contacted immediately when your child has received an injury, is ill or is complaining about a potential medical situation. Parents may or may not be asked to come pick up their child at that time.

Parent must contact the After School Clubhouse if they are aware of any contagious disease (head lice, pink eye, chicken pox, etc.) that their child has contracted. Parents should also report any changes to their child's medical information or insurance to the program. Children who are ill or infectious should not attend until they are medically cleared to do so.

**Medications:** Deerfield Parks & Recreation staff will hold and administer any prescribed medications provided with a signed "Permission to Administer Medications" form, and it is understood that we will administer only as prescribed.

**Permission to Administer Medication:**

I/We, the undersigned, give the Deerfield Parks & Recreation Department permission to administer \_\_\_\_\_ the prescribed medication;  
To my child \_\_\_\_\_

*Name of Minor*

I/We understand the medication will be given as prescribed only in accordance with the prescription label.

I/We understand it is my/our responsibility to notify Deerfield Parks & Recreation if there is any change or discontinuation in this prescription.

\_\_\_\_\_  
*Signature of parent*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

Please list any medical conditions and/or allergies:

\_\_\_\_\_  
Has your child ever been stung by a bee? Yes or No (please circle one) any reaction? If so please explain below:

**Additional Agreements:**

I authorize Deerfield Parks & Recreation to apply sunscreen to my child when necessary. I understand this will be spray on sunscreen only:

\_\_\_\_\_  
*Signature of Parent or Guardian*

\_\_\_\_\_  
*Date*

I give my child permission to view PG rated movies:

\_\_\_\_\_  
*Signature of Parent or Guardian*

\_\_\_\_\_  
*Date*

**Release and Waiver of Liability & Indemnity Agreement**

In consideration of the permission granted to the minor named above to participate in the Deerfield Parks & Recreation program(s), I/We SHALL RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE The Town of Deerfield, the Deerfield Parks & Recreation Department, their agents and employees from all liability for any and all loss or damage, and any claim or demands therefore on account of injury to the person, property or resulting in death of the named participant; whether caused by the negligence of the Town of Deerfield, its agents, employees or otherwise while the named participant participates in its programs.

I/We further agree to indemnify the Town of Deerfield's Recreation Department, their agents and employees from any and all liability, loss or damage including but not limited to bodily injury, illness, death or property damage which the Deerfield Parks & Recreation Department, their agents and its employees become legally obligated to pay including reasonable attorney fees and costs, as a result of claims, demands, cost or judgments against the Town of Deerfield Parks & Recreation Department, their agents and employees on account of injury to the person, property or resulting in the death of the named participant whether or not caused by the negligence of the Deerfield Parks & Recreation Department, their agents and employees and whether or not such liability is sole, joint or several.

I/We are aware that participation in this program may present a strain on my/our child's body or its parts and therefore I/we represent to Deerfield Parks & Recreation that to the best of my knowledge, my/our child is in proper physical condition to allow him/her to participate and that I/we assume the risk of participation.

I/We understand that in the case of injury or illness, I/we will be notified. If it is impossible to contact me/us and it is an emergency, I/we hereby give permission to the attending physician to treat, hospitalize and administer anesthesia, order injections or surgery for the safety of my child.

I/We the parent/legal guardian, the undersigned, have read this release and understand all of its terms. I/We have executed this release on this date indicated next to my/our names:

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Print Name*

\_\_\_\_\_

*Date*