

CLUB REC

An Active Before School Program by Jaffrey Parks and Recreation Department

Jaffrey Parks and Recreation Office
(603) 532-7863
recreation@townofjaffrey.com

Club Rec Program Building
(603) 532-7873 Program Hours Only

REGISTRATION AND FEES

To participate in the program a new general registration form must be completed. Registration may be completed at the Recreation Department office or online at Jaffrey.recdesk.com. Full payment is due at time of registration. **Registration form and payment are due by the Wednesday prior to the week your child will be attending. All payments must be accompanied by a registration form or paid online.** Late registrations will be accepted at the discretion of the Recreation Department and charged a late fee. Same day registrations are not allowed.

2018 Morning Program Fee: \$25 per week per child. All registration forms and fees must be delivered to the Recreation Department main office. ***Program counselors are not able to accept forms or fees.*** For any questions about registration, please contact the Jaffrey Recreation Department by phone: (603) 532-7863 or email: recreation@townofjaffrey.com

ABSENCE FROM PROGRAM

Please call the Club Rec program building at (603)-532-7873 to report an absence. 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/DELAY

Club Rec runs on scheduled school days. Unscheduled school cancellations will result in **no** Club Rec morning program. If there is a morning school delay there is **no** morning program. In the event of multiple school delays, cancellations, or unscheduled early releases in one single week, a one-fifth **credit** will be given for any days **beyond the first canceled** day per week.

MORNING PROGRAM

The morning program runs from 6:45am until the bus arrives at 8:20am. Parents are expected to walk their children inside the program building (also known as the “warming hut”) for drop-off and sign their child into the program. Children may pack a breakfast to eat at Club Rec. Please pack their breakfast in non-breakable containers. Caffeinated drinks such as coffee or energy drinks, are not allowed. The school bus picks children up at the Jaffrey Parks and Recreation Department. The morning program counselor will ensure all children get on the bus.

BOUNDARIES

Counselors supervise their assigned group and others when engaged in activities at Humiston Park. The general areas of supervised play are: program building, basketball court, playground, and ball field. During program hours, **NO ONE** is allowed to play: in the woods (unless in a group and accompanied by a program counselor), the parking lot, the garage, or recreation department offices.

WHAT TO LEAVE AT HOME

Please do not send the following items with your child:

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

HEALTH/MEDICAL

Parents are responsible for providing Jaffrey Parks and Recreation Department in writing, information about any changes in health status of their child including but not limited to dietary restrictions, allergies, physical restrictions or concerns.

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.

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 any Recreation Department programs. The only medications that we will administer are inhalers with prescriptions and Epi-Pens with a prescription. Please discuss inhalers and Epi-Pens with the Recreation Director and Club Rec staff prior to starting the program.

ILLNESS & HEAD LICE

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 Club Rec. We do not have the facilities to care for a child who is contagious or not feeling well enough to participate in group activities. If your child becomes ill during the Club Rec program, we will ask you to pick up your child from the program. If 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 in an effort to prevent the spread of illness.

If your child contracts lice, please notify the Recreation Department so appropriate actions can be taken to stop the spread. Any child with lice will be kept out of the program until s/he has no live lice. If staff check your child and they have live eggs or lice, parents will be contacted to pick-up the child. 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.

PARTICIPANTS WITH SPECIAL NEEDS

Jaffrey Parks and Recreation Department strives to meet the individual needs of all the children in our programs. Parents are requested to discuss with the Recreation Director and Program Leader, prior to starting a program, the best methods for working with their child's special physical, emotional, behavioral, mental, or medical needs. If we find that we cannot adequately meet the health needs of a child within our program setting, a child may be removed from the program.

TELEPHONE POLICY

The telephone(s) on the premises **ARE NOT** to be used by program participants. Staff members are permitted to use the phone for business purposes. If you need to contact your child, you are urged to come to the park in person. If that is not possible, phone the Recreation Department program office at (603) 532-7873 and a message will be forwarded to your child. Please limit this to emergencies only. The use of personal cell phones by program participants is prohibited. We strongly recommend that cell phones remain at home.

DISCIPLINE

Our discipline policy is attached at the end of this manual. Club Rec staff may call a parent and ask that they pick up their child if behavior problems arise. If the parents cannot be reached, the child will sit in the main office at the Jaffrey Recreation Department until a parent can come and get the child. If prolonged disciplinary problems occur with a child, the Recreation Department reserves the right to deny the child participation in Club Rec as well as other Recreation Department programs.

DISCIPLINE POLICY

Please read this document carefully.

Keeping order and good conduct of behavior in the program enables all participants to have fun and get the most out of their Club Rec experience. We have a strict discipline policy to ensure everyone's safety and peace of mind.

MINOR OFFENSES: Breaking program rules

1. Keep hands to yourself
 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.