

## CLUB REC

### An Active Before School Program by Jaffrey Parks and Recreation Department

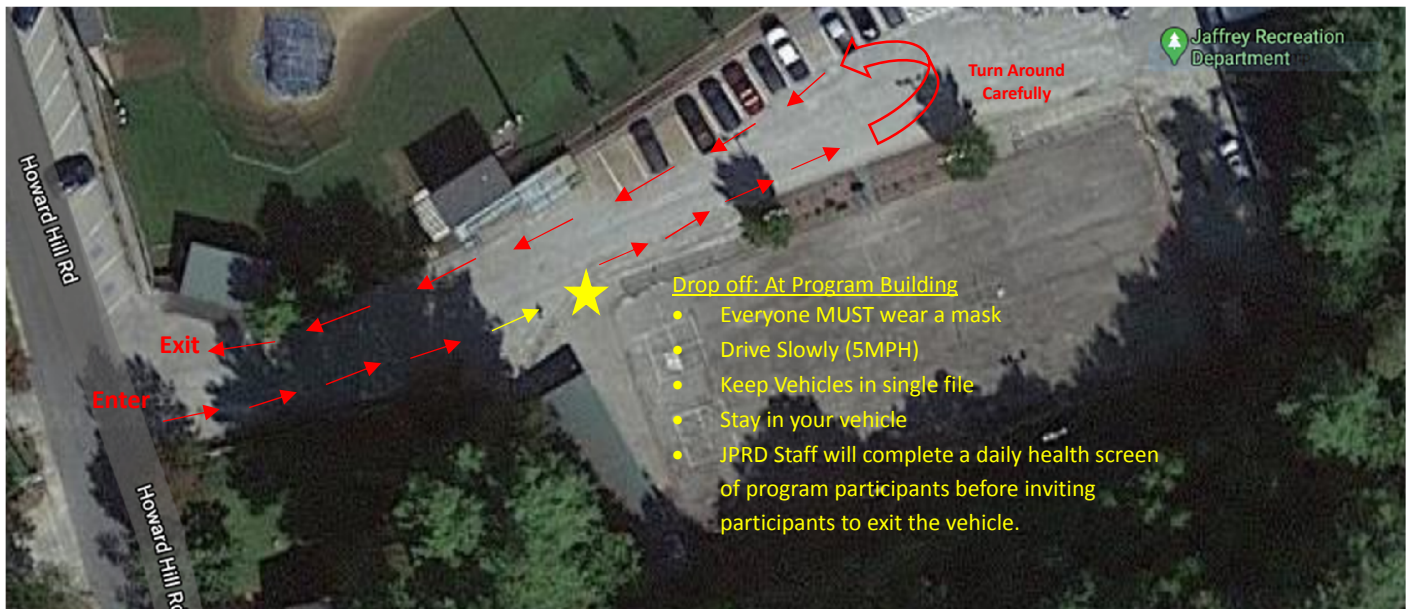
Jaffrey Parks and Recreation Office  
(603) 532-7863  
[recreation@townofjaffrey.com](mailto:recreation@townofjaffrey.com)

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](http://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.

**Club Rec Program Fee: \$20 per week per child based upon the four (4) day in-person class schedule SAU 47 has proposed for the 2020-2021 school year with no in-person classes on Wednesdays. Club Rec will not operate when school is not running.** 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](mailto:recreation@townofjaffrey.com)



## CLUB REC PROGRAM Drop-Off

Drop off will be at the Program Building. Everyone in the car must be wearing a properly fitting face covering (over mouth and nose). Everyone is to stay in the vehicle. Staff will approach the car and complete a daily health screening of program participants before inviting participants to exit the vehicle and join the program. Please see diagram above.

## CLUB REC PROGRAM

The morning program runs from 6:45am until the bus arrives at approximately 8:20am. Club Rec is an active outdoor program. Participants will be outside as much as possible, weather permitting. Whenever inside, all participants and staff must wear a properly fitting face covering (over mouth and nose).

Youth may bring their breakfast in non-breakable containers. Caffeinated drinks such as coffee or energy drinks, are not allowed.

The school bus picks-up children at the Jaffrey Parks and Recreation Department. The morning program counselor will ensure all children get on the bus. **Please see COVID section for additional information about the Drop off procedure.**

## 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 the cancelation of the Club Rec program. If there is a morning school delay, there is **no** Club Rec program. In the event of multiple school delays or cancellations in one single week, a one-four **credit** will be given for any days **beyond the first canceled** day per week.

## 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, 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. **There will be no playing on the playground this year due to COVID.**

## WHAT TO WEAR

Children must be dressed for the weather. This is an active, outdoor program. "Play" clothes are encouraged, as participants may get dirty at the park participating in games, sports activities, or arts and crafts. During winter months we will be going outside. Please make sure to dress accordingly.

Please send these items with your child(ren) every day they attend in their backpack:

- A full water bottle **(if your child(ren) do not come with a water bottle, one will be provided, and your account will be charged \$5). (please see below)**
- Proper foot wear for outside play
- Proper clothing for outdoor play, especially on misty rain days and cold-weather season
- Properly fitting face covering

Dear Parents of \_\_\_\_\_, Date: \_\_\_\_\_

Your child(ren) came to Club Rec without a water bottle. Water bottles should be sent with your child(ren) every day. A water bottle has been provided to your child(ren). As it states in the Club Rec Parent Manual, if a child comes to camp without a water bottle, one will be given to them and your account will be charged. **Your account has been charged \$5.00.**

Thank you,

Sarah Hooper

Town of Jaffrey

Program Manager, Parks and Recreation Department

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## 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.

### **CLUB REC MORNING PROGRAM DURING COVID -19 PANDEMIC**

Illness impacts participation and changes the program experience in unanticipated ways. The strategies below help to minimize the potential that illness will occur. All interactions and games will use physical distancing. Each program group will consist of two (2) staff with 8 children.

### **PHYSICAL DISTANCING**

Physical distancing allows individuals to safely interact with others. CDC recommends physical distancing of 6 feet. Physical distancing is expected for all staff and participants. If a distance of 6 feet is unable to be obtain, all staff and participants are expected to wear a face covering.

### **FACE COVERINGS/MASK**

When "mask" or "face coverings" are required as outlined in this manual or asked to be worn by staff, these items are to be worn in a way that covers both one's nose and mouth.

## PROCEDURES

### Before Morning Care

- Program staff must take and record their own temperature. If program staff have a temperature above 100.4°F, staff must notify their supervisor immediately and they are not permitted to work until they are temperature free for 72 hours.
- Staff will disinfect all equipment that is to be used for the day.
- Staff will check field and black top for safety concerns.
- Staff will make sure their designated bathroom is unlocked, sanitized, and ready for use.

### Beginning of Morning

- **Program staff, participants, and parents must wear masks over nose and mouth at drop-off.**
- **Parents will stay with participants until the participant has passed the daily health screening.**
- Program participants will have their temperature taken by program staff before being signed into Club Rec Morning Care program. Temperatures are to be recorded on the program roster sheet. If a participant has a temperature above 100.4°F, they will not be permitted to attend camp until they are temperature free for 72 hours.
- Staff will ask:
  - Has the participant have experienced a cough, shortness or breath, fatigue, headache, or vomiting within the past two weeks
  - If the participant has travelled nationally or internationally within the past two weeks
  - If the participant has been in close contact with a person who has been diagnosed with, tested for, or quarantined as a result of COVID-19
- After passing the health screening, staff will physically sign the participant into Club Rec on the program roster sheet.

### During Morning Care

- Face coverings must be worn by program staff and participants when inside a building or under a tent
- Games and activities are to adhere to Center for Disease Control social distancing guidelines
- Staff and posted signage will inform participants of how to effectively wash and sanitize hands
- Staff and posted signage will show participants examples of how to physically distance from others
- Staff and posted signage will inform participants of what symptoms to look out for and when to report them to a staff member
- Participants and staff will wash or sanitize their hands between activities
- Participants and staff are encouraged to follow coughing etiquette- using elbows and not hands
- Water fountains will NOT be used

### End of Morning Care

- Program staff will clean and disinfect all equipment that was used during the day and store the equipment back in its proper location. Any equipment that is difficult to sanitize will be placed in a “quarantine” location and labeled with “Quarantined” and the date. Quarantined equipment may not to be used for at least seven (7) days.
- Staff will disinfect all surfaces touched indoors by staff or participants including all door handles and light switches used.
- Staff will clean and disinfect bathroom.

#### Staff COVID Conversation with Participants

- Staff will be calm and reassuring as well as mindful of not only what they say but how they say it.
- Staff will be a source of comfort.
- Staff will encourage participants to talk about how they are feeling and let participants know staff is available to answer any questions or concerns.
- Staff will listen for underlying fears or concerns.
- Staff will provide honest and accurate information and correct any false information they may hear.
- If staff does not know the answer to a question, they will not speculate. Staff will seek out the answer and answer the participant at a later time.
- Staff will make sure participants know how the virus can spread and how to prevent it from spreading
- Staff will talk about what Club Rec is doing to protect participants from getting sick.

#### In the Event of a Potential Exposure or Illness

- Parents must inform the Director or Program Manager immediately if the participant or a family member are experiencing symptoms of Covid-19, have a confirmed case of Covid-19, or has been exposed to a confirmed case.
- Staff will inform the Director or Program Manager immediately if any participant is experiencing Covid-19 symptoms.
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever
  - Chills
  - Muscle pain
  - Sore throat
  - New loss of taste or smell
- Staff will maintain confidentiality by not providing the name or any potentially identifying information of the confirmed or suspected case to anyone other than the Director or Program Manager.
- Director and Program Manager will follow Communicable Disease Management Plan

### **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.**