



After School Friends Program 2020/2021



Parents' Handbook

COVID-19 GUIDELINES

AFTER SCHOOL STAFF-

- All staff has completed a town wide COVID-19 training.
- All staff is CPR, First Aid, Bloodborne Pathogens trained.
- Staff have been instructed to not report to work should they not feel well, have any symptoms consistent with COVID-19 or have had close contact with a person diagnosed with COVID-19
- Upon arrival, all staff will have their temperature checked, prior to entering the building. Should any staff member have a fever or have any symptoms consistent with COVID-19 they will be sent home immediately and will require a doctor's note to return to the program
- All staff members are required to wear a mask or face covering for the duration of the program
- All staff is required to wear gloves when handing out snack

SUPPLIES-

- All classrooms are well equipped and stocked with the following items:
 - Handheld thermometers
 - Hand sanitizer
 - Disinfectant wipes
 - Soap
 - Paper towels
 - Disinfectant spray
 - Masks (should anyone misplace theirs as it is your responsibility to provide a mask or face covering for your child).

SIGN OUT AND PICKUP-

- Parents are not permitted in the building.
- Parents will be greeted by a staff member at the door. The staff member will sign the child in and assist the child to their room
- Staff is instructed to report any temperatures above 100.4 or COVID-19 symptoms to the Recreation Coordinator immediately
- When picking up, parents will be greeted by a staff member who will retrieve the child for you and sign the child out. *Please remember that parents are not allowed in the building.*

MONITORING OF ILLNESS-

Should a child not feel well, have a fever or any other symptoms, the child will be isolated in a separate room and the parent will be called to immediately pick up the child. The child will require a doctor's note to return to the program.

In the event of a confirmed COVID-19 case within the school or program, the after school program will immediately shut down for fourteen days. Re-opening and moving forward will be reassessed after the fourteen days.

SOCIAL DISTANCING-

- Each classroom will hold 10 students ONLY and 2 staff members
- All students and staff will maintain social distancing of 6 feet apart to the greatest extent possible

MASKS & FACE COVERINGS-

- ALL children and staff MUST wear a mask or face covering that covers the nose and mouth for the duration of the program. *Please remember that it is your responsibility to provide a mask or facial covering for your child.*

HAND WASHING/ SANITIZING-

- Hand sanitizer and hand soap is provided in each room
- All staff and children are required to wash their hands upon arrival, before and after meals, after bathroom use and after coughing or sneezing
- Weather permitting, all classrooms will utilize the windows being open, to ventilate fresh air

CLEANING-

- Staff will clean the rooms daily, using disinfectant wipes and sprays, including:
 - Tables
 - Chairs
 - Toys & supplies (please note that non wipe-able toys, such as stuffed animals, are not prohibited in the program and will not be used)
 - Door knobs
 - Sinks

SHARING-

In order to prevent transmission among the school and program, there will be NO sharing of any kind. This includes food, toys, supplies, etc.

BATHROOMS AND WATER FOUNTAINS-

In order to prevent transmission among the school and after school program, the school will have touchless water bottle fillers so please send your child to the program with a fillable water bottle.

All bathrooms are thoroughly cleaned by the school custodial staff. There will be a limited number of children allowed in the bathroom. Touchless soap, sanitizer and towel dispensers have been installed by the schools, in hallways and bathrooms.

We understand that getting young children to follow these guidelines is difficult, so we are asking for your help in ensuring that they do so. The safety of our children and staff are our number one priority. If these guidelines are not adhered to, it may result in removal from the after school program.

COVID-19 STUDENT & PARENT EXPECTATIONS



Stay home if you feel ill-

Students will **NOT** be able to attend if they are feeling sick, have any symptoms consistent with COVID-19, or have had close contact with a person diagnosed with COVID-19.



Health checks-

Please check to ensure that the child's temperature is below 100.4 degrees and for any other symptoms related to COVID-19. If the child's temperature reads above 100.4 they will not be permitted into the program and will require a doctor's note to return to the program.



Wear a mask

Face coverings or masks are required!

All children must wear face coverings or masks that cover the nose and mouth while at the after school program. Parents are responsible for providing the face coverings and masks. Parents, please discuss the importance of this with your child.



Social distancing-

All students must maintain social distancing, 6 feet apart. Sharing of toys and school supplies is not permitted. Parents, please discuss the importance of this with your child.



Hand washing-

All students must wash or sanitize their hands frequently; before and after meals, bathroom use and coughing or sneezing. Parents, please discuss the importance of this with your child.

After School Friends Program

Program Registration:

3 easy ways to register;

- 1.) Come to the community center, fill out a activity registration form and make payment
- 2.) Mail in an activity registration form payment with a check. Credits cards can only be accepted in person or on-line.
- 3.) Online registration “How To” sheet is attached.

Program Objectives:

- ✓ Create an environment that is in every way healthful and safe, where encouragement, laughter and fun are the norm.
- ✓ Encourage the development of leadership skills in participants of all ages.
- ✓ Nurture each individual’s confidence in their own strengths and skills, while fostering the discovery and development of new talents.
- ✓ Cultivate an atmosphere that promotes the building of healthy relationships and group problem solving.
- ✓ After School Friends Program is for kids ages K – 4th Grade.

The After School Friends Program recognizes differences in children as well as their need to identify with a group to experience a sense of belonging. We encourage cooperation between all participants including the staff at our program. Daily communications with parents and staff is important to keep you up-to-date on how your child is doing with After School Friends. We offer after school at Goodwin, Southeast and Vinton Elementary School.

Days of Operation: The After School Friends Program follows the schedule of the Mansfield Public School System. The program begins operation on the first day of school and runs until the last day of the calendar school year. **The program will be closed whenever school is cancelled, delayed or released early due to weather or other emergencies,** although will be open on scheduled half days during Thanksgiving week and on the last day of school.

Billing: Payment is due at time of registration. Each month you will need to register for days attending. You can come into the community center to register and make payment or go online and pay.

Hours of Operation: The After School Friends Program hours are 3:30 p.m.-6:00 p.m., Monday - Friday. On days that school is closed, there is no after school program. On non-scheduled early dismissal days there is no after school program, this includes inclement weather days. If there is a scheduled half day the program starts at 12:30pm – 6pm.

Activities: The After School Friends Program consists of options based on each child's interests. The weekly schedule can include activities such as arts and crafts, team building games, sports, outdoor exploration, group games and special themed events that the children and staff are involved in planning together.

Outdoor and Gym Play

There will be an opportunity for kids to play active organized games while practicing social distancing whenever possible in regards to the weather and gym schedule. Sportsmanship is an important lesson we can teach at the After School Friends Program and group games are an excellent way of teaching these lessons. Staff and participants must respect all equipment by taking care of what you are using and cleaning up appropriately when finished. Free play in these areas is fun for the kids, but don't only have free play. These free play situations are often when conflict arises. Don't just be a spectator or referee, get in the game with the kids. If it is snowing and the kids have snow gear, everyone will go outside. If the weather is below 32 degrees, you should not go outside. If the temperature is above 90 degrees, the kids will not go outside. We will spend as much time as possible outdoors. While outside children can remove their masks as long as they are 12 feet apart from each other.

Arrival/Departure: Upon arrival and departure, Staff will be required to sign in each child. At pick up staff will sign children out and bring them to their parents or guardians. Children will not be allowed to leave the program with anyone other than those listed on the pick-up authorization form. If you plan to have someone pick up your child (other than those listed on the pick-up authorization form), a written note must be presented ahead of time to the program staff. Staff will not release a child to an alternative pick up person unless the parent has given prior written approval for the person to pick up the child. Viewing of a driver license may be requested by the staff as verification of identification.

When arriving to pick up your child you will need to call the after school phone. Staff will then bring your children to the parking lot and sign them out in front of you.

After School Phone #'s:

Goodwin After School – 860-836-0819

Southeast After School – 860-208-7063

Vinton After School – 860-450-2641

Mansfield Community Center – 860-429-3015 ext. 0

Termination From Program Services: The Mansfield Parks and Recreation Department reserves the right to terminate the participation of any child whose behavior is deemed a detriment to the program.

This includes but not limited to bullying behavior that is intimidating or threatening to children and/or staff.

The Mansfield Parks and Recreation Department reserves the right to terminate the participation of any child whose payment for services is **14 days past due.**

The Mansfield Parks and Recreation Department reserves the right to terminate the participation of any child who is picked up after 6:05 pm three times or more.

Lost and Found: A child's personal property that is left behind after the end of the program day will be held in a designated area. Staff will attempt to keep children organized but is not responsible for lost personal property. After two weeks without being claimed; lost & found items will be purged.

Emergency Evacuation: In the event of an emergency evacuation, procedures are posted at each site. If an evacuation from the building is necessary, staff will follow the posted procedures. If children are not allowed to re-enter the building, they will be transported to another site and parents will be notified to pick up their children at this site.

Personal Items: Please discourage your children from bringing expensive or favorite items to the After School Friends Program. Although the program is well supervised, the Parks and Recreation Department will not accept responsibility for lost, stolen or damaged items. Staff may allow personal items on special days but will not allow them on a regular basis.

Pick Up Policy: The After School Friends Program concludes activities at 6:00 pm. The Parks and Recreation department reserves the right to terminate your child's participation if he/she is picked up more than three times after the established pick up time. If a parent/guardian has not arrived or has not contacted the Community Center by 6:05 pm, staff will implement the following procedures:

- Call the parent/guardian
- If no answer, the staff will call the emergency contact
- If 30 minutes passes without any word from the parent/guardian the staff will contact the State Police and Department of Children and Families.
- If you are late picking up your children there will be an additional fee.
 - Pick up between 6:05pm and 6:15pm, \$10.00
 - Pick up between 6:15pm and 6:30pm, \$15.00
 - Pick up between 6:30pm and 7:00pm, \$25.00

Drop In Policy: You need to register as a drop in for after school. There is a credit card authorization form that is required prior to using the drop in program. If you do not have credit card or debit card, you will not be able to enroll as a drop in. It is our goal to meet your needs, but dependent on the number of children we have as drop ins, the staff to child ratio needs to be met. This year in order to use the drop in program you must be a registered participant. Example: if you are registered for Monday, Wednesday and Fridays and need to drop in on a Tuesday, you would need to confirm with Jared Redmond 860-429-3015 ext. 6107 or Redmondjt@mansfieldct.org. Credit cards will be charged at the beginning of the month for the previous month days attended.

Withdrawal From The Program: If a family wishes to withdraw from the program, at least one week written notice is required. This written notice must be filled out by the same parent or legal guardian who enrolled the child in the program. The After School Friends Request for Schedule Change or Refund form is attached in the parent handbook. If this is not provided, payment will be due in full for any unattended weeks, not to exceed one month.

Child Abuse Policy: All staff in the After School Friends Program are mandated by the State of Connecticut to report suspected cases of child abuse/neglect to the Department of Children and Families (DCF).

Expectations:

1. **RESPECT** – Agreement among participants and staff to be **respectful** to everyone at the program.
2. **COOPERATION** – Agreement among participants and staff to participate in all activities (unless special circumstance) and play **cooperatively** together.
3. **SAFETY** – Agreement among participants and staff to make safe decisions at all times.

General Rules:

We focus on the program participants to agree as a group upon acceptable behaviors. The following behaviors may lead to disciplinary action (including removal, suspension or expulsion from the program) includes but is not limited to:

- Physical or verbal abuse directed towards other participants and/or any staff members
- Any harassment, including sexual harassment and/or verbal slurs involving race, ethnicity, disability, or sexual orientation
- Bullying, defined as any overt acts by a child against another child with intent to ridicule, harass, humiliate or intimidate
- Use of foul or profane language or gestures
- Possession of weapons of any kind
- Vandalism or theft of any facility, program and/or others' personal property
- Refusal to obey a staff member
- Leaving program grounds without permission
- Accumulation of minor offenses that is disruptive to the program and its' participants

The After School Program is not licensed by the State of Connecticut Office of Early Childhood.

Mansfield Community Center, 10 South Eagleville Road, Storrs/Mansfield, CT 06268
860-429-3015, Fax 860-429-9773, www.mansfieldct.org

AFTER SCHOOL FRIENDS
REQUEST FOR SCHEDULE CHANGE OR REFUND

Child's Name: _____ Date of Request: _____

Parent/Guardian: _____ Phone #: _____

Address: _____ Email Address: _____

Site (circle): GES SES VES Start Date of Change: _____

Current Schedule (circle): PM
 M T W TH F

Updated Schedule (circle): PM
 M T W TH F

Reason for request for refund:

Signature of requesting person: _____

POLICY: Please understand that we cannot issue refunds (except for medical reasons, upon receipt of a physician's note) within seven days of the start of a program. Refunds for cancellations made more than seven days prior to the start of the program are issued, but a \$5.00 processing fee is charged.

How would you like your refund (if money is owed to you) processed?

1. Check mailed from Finance Dept. (3-4 weeks) _____
2. Refund credit card on file _____
3. Credit household account _____

Request Granted: YES NO **FOR OFFICE USE ONLY**
Activity #: _____ Date: _____

Reason Not Granted: _____

Refund Amount: _____ Authorized Signature: _____

Received by: _____
Date: _____
Time: _____



**2020-2021 School Year
Drop In Agreement Form
Credit/Debit Card Authorization**

***This form must be completed in addition to an activity registration form if your child is going to take advantage of the Mansfield Parks and Recreation Department drop-in program.**

Only registered participants will be able to drop in.

Example: If you are registered for Monday, Wednesday and Fridays and need to drop in on a Tuesday or Thursday, you need to contact Jared Redmond, 860-429-3015 ext. 6107 or

Redmondjt@mansfieldct.org to confirm there is space available.

Drop in Fees:

\$17.00 a day for PM (after care)

Drop In Registration numbers (Please Circle):

222000-A (Goodwin School)

222000-B (Southeast School)

222000-C (Vinton School)

Monthly Drop In Billing: I _____ authorize the Mansfield Parks and Recreation Department to charge the credit card/debit card below until the Parks and Recreation Department has received written notification from me of its termination or change. I also understand that if my credit card is declined and payment is not made, then my child will no longer be able to attend the after school program. I also understand that in order to withdraw my child from the after school program, I need to fill out a Request for Schedule Change or Refund Form. **Your credit/debit card will be automatically charged during the first week of the next month for any drop-in days from the previous month. (Example: September drop-ins will be charged first week of October.)**

Child/Children's Name _____ Email Address _____

Cardholders Name _____ Phone Number _____

Cardholders Address _____ City _____ State _____ Zip Code _____

Credit Card Account Number _____ Exp. Date _____

Cardholders Signature _____ Date _____ Relationship to Child _____