



Somers Recreation Department

Town of Somers * 93 Egypt Road * (860)265-3840



Somers Recreation Department BASES After School Program

Program:

The BASES After School Program is open to all SES students in grades K-5.

Location:

The program will be located at Somers Elementary School. Pick up will be in the SES cafeteria.

Hours of Operation:

The program will run every scheduled school day (M-F) from 3:30pm through 6:00pm. The program will run on scheduled ½ days of school for the standard 2.5 hours. Pick up time will be adjusted accordingly. The program will not run on school holidays, school snow days, school vacations or on days with early dismissal due to inclement weather.

Payment Rate:

The cost of the program is \$10 per day. There will be a \$10 sibling discount.

Registration:

Registration must be completed online at somers.recdesk.com. During the registration process, you will be prompted to provide the specific days that your child will be attending.

Once the registration process is completed, the dates that your child will be attending the program will be locked in. Any request for changes must be received in writing at least two weeks prior to the requested change date, along with any additional payment due.

Registration and payment must be completed by the 15th of each month, for enrollment in the following month (ex: September 15 is the cut-off date for registration for October). Full payment is required in order to complete registration.

Registration is done by the month. The cost of each month will vary based on the number of school days within that particular month. A participant can register up to every day within a month. There will be a \$10 discount for participants registered for an entire month. The minimum number of days for participants to be eligible for a month will be 50% of the total number of days within that month. There will be no walk-in or single day options for this program.

(Ex: September has 22 days that the program will run. In order to be eligible for the program a participant must be registered for anywhere between 11 & 22 days).

Forms

In order for a child to be registered in the Somers Recreation Department BASES After School program all necessary paperwork must be completed at the time of registration including: Pick-Up Authorization forms, Medical Information and Allergy forms, Emergency Contact Lists and more.

Absence:

If your child is going to be absent from the program, please call the BASES Program Phone at 860-937-4744 or email afterschoolprogram@somers.k12.ct.us no later than 12pm on the day of the planned absence.

Refunds:

There will be no refunds for missed days. Extended absences due to illness, verified by a doctor's note, or extenuating circumstances will be considered on a case by case basis for potential refunds.

Cancellations:

If your child will no longer be attending the BASES After School Program, we require two weeks' notice in writing, and completion of a refund request form in order to receive reimbursement.

Sign In/Sign Out

The safety of each child is paramount to the Somers Recreation Department staff. **If a child will not be attending the BASES After School Program as scheduled, it is essential that the child's parents call the BASES Program Phone at 860-937-4744 to report the child's absence from the program.**

Each day, at the beginning of the program, we will take attendance and sign in the participants. All parents or guardians must walk into the building and sign out their child(ren) at pick-up. The staff will require identification for everyone who picks up a child, including parents and guardians. Parents must complete a pick-up authorization form in order to be able to receive a child at pick-up. **Children will not be allowed to leave with anyone who is not listed on the pick-up authorization form.** This rule will be strictly enforced for your child's safety. Please be sure that your pick-up authorization form is up-to-date and accurate. Any updates to the pick-up authorization made should be communicated directly to the Program Director, or the Somers Recreation Department full time staff.

Missing Child:

If your child is scheduled to attend and has not arrived to the program, the following procedure will be followed:

- Check with the school
- Call parent/guardian
- If unable to reach Parent/Guardian call emergency contact
- Notify police, file a missing child report

Please help us to avoid unnecessary concern about a child's safety by calling the Somers Recreation Department at 860-937-4744 if your child is going to be absent.

Late Pick-up:

All children must be picked up by 6:00pm. There will be a \$5.00 late fee charged for any participant not picked up by 6:00pm. There will be an additional \$5.00 late charge added for each additional 10 minutes they are not picked up.

All late fees are due and payable when they occur. A receipt will be given. We understand emergency situations happen. If you realize you are going to be late please make arrangements to have someone who is listed on your pick-up authorization sheet pick up your participant, or contact the Somers Recreation Department so that we can update the pick-up authorization form appropriately.

Late Pick-Up Fee (per child)

6:00-6:10pm = \$5.00

6:11-6:20 = \$10.00

6:21-6:30 = \$15.00

6:31-6:40 = \$20.00

After 6:40pm: police will be notified

Typical Daily Schedule

Program participants will be brought from their respective classrooms to the cafeteria (or alternate check-in location as needed) to begin the program. Participants will be signed in, and met by the Program Director and/or Program Counselor(s). Once the program begins (3:30pm) participants will be broken in their weekly groups and staff will provide a pre-approved snack. Your child is welcome to bring an additional/alternative snack from home. **If your child has an allergy, please be sure to indicate on the appropriate form at the time of registration.** Due to severe allergies the Somers Recreation Department may request that you do not send any foods containing nuts. For applicable participants, we will have a quiet homework period. Participants will then rotate through a series of activities ranging from free play on the playground, to active play in the gymnasium, to more quiet or sedentary activities.

Extra-Curricular Activities

Participants in other extra-curricular activities are welcome to register and participate in the BASES After School Program. Families with participants in a SES afterschool program, as well as the BASES After School Program, should notify the Recreation Department, as well as the school Front Office, of their multiple registrations. The Somers Recreation Department Afterschool Program will appropriately coordinate participant movement from one program to the next. There **will not** be a pro-rated or discounted price for participants in multiple after school programs.

Illness or Injury

If a program participant becomes ill or is injured while at the BASES After School Program, the staff will attempt to contact the Parent/Guardian. If the Parent/Guardian cannot be reached, we will try the emergency contacts until we are able to reach someone. Please make sure your

emergency contact individuals are aware of their responsibilities. In the event of a medical emergency, program staff will contact 9-1-1 first.

A participant who is not feeling well, or has a fever, should be picked up within one hour of notification from the Program. The Program will provide a rest mat and a quiet area while the child waits.

Children who attend the BASES After School Program should be well enough to follow the standard daily routine and activities of the Program. Children who have a contagious condition, eye ailment, head lice, rash, fever, vomiting, or diarrhea may not attend the BASES After School Program and must be fully recovered before returning to the Program. In some instances, a physician's note may be required.

In the event of an accident or acute illness, every effort will be made to notify the child's parents and physician prior to treatment. If a situation requires immediate attention, 9-1-1 will be called and the child will be transported to the hospital by ambulance.

Please report any changes of emergency contact information, employment, telephone numbers, or addresses to the Program Director as soon as they become available.

Snacks:

Water and snacks are provided upon arrival at the BASES After School Program. If your child has any food allergies, dietary restrictions, or prefers different or additional food, please feel free to send a snack from home.

Outdoor Play:

The children can expect to play outside year-round. Warm clothing, hats, gloves and waterproof boots are necessary for winter months. Children without waterproof boots or snow pants will be asked to stay on shoveled areas. In order to keep our staffing levels at a safe number, we cannot guarantee the ability to offer indoor supervision for children who prefer to remain inside.

Possessions from Home:

Since we cannot guarantee the safe return of all personal belongings, the BASES After School Program asks that any personal possessions be left in backpacks during a child's time in the BASES After School Program.

Behavior Management Policy:

The children and staff of the BASES After School Program are asked to treat each other with respect, tolerance, kindness, and consideration. The rules and behavior expectations utilized by the BASES After School program will be explained to the children clearly and reinforced in a consistent manner. Children will be given reminders and redirection in order to encourage positive behavior. A child who is unkind verbally will be asked to apologize. A child who uses supplies or equipment inappropriately will be restricted from using the supplies or equipment for a short period of time. Any activities where participants purposely exclude another child will not be tolerated. When a child is disruptive or needs time to regain self-control, he or she will be removed from the group. "Time out" periods will last approximately three to five minutes and

will not exceed fifteen minutes. After a time out, the Program Director and/or Counselor(s) will discuss the behavior that lead to the time out, and a plan to modify the behavior to be sure it coincides with the standards of the Program. Under no circumstances will a child be subjected to neglect, physical punishment, verbal abuse or denial of restroom facilities. Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the wellbeing of the child or others at the BASES After School Program. If a child has specific behavior issues, every effort will be made to implement a behavior management program consistent with the efforts being made at the child's home or in school. If a child's behavior indicates that the Program is not able to meet his or her needs, the Program Director, or an agent of the Somers Recreation Department, will contact the child's parent(s)/guardian(s) to arrange a meeting. A parent/guardian or staff member may also request a meeting. Within ten days of the meeting, in keeping with the conclusions of the meeting, an action plan will be developed that establishes reasonable, attainable objectives for the child. A copy of the plan will be maintained by the Somers Recreation Department and another will be given to the participant's parent/guardian. A log will be kept of the child's progress.

If the Program Director and/or Recreation Director feel the Program cannot accommodate the needs of the participant, or if the objectives established for the participant are not met, the Somers Recreation Department reserves the right to terminate the participant's participation in the Program at any time. Pre-paid tuition will be refunded. Any participant who does not accept the physical boundaries of the Program, or exhibits behavior that threatens his or her own safety/wellbeing or the safety/wellbeing of others, is subject to dismissal without notice. Any inappropriate behavior by a parent, including verbal abuse of a child or staff member, or confrontations with staff members in the presence of a child, is grounds for termination from participation in the BASES After School Program.