



Somers Recreation Department

Town of Somers * 619 Main Street * (860) 265-3840



Somers Recreation Department BASES After School Program

COVID-19 Notice of Risk

Notice of Risk: Please understand that while State of CT, local health department and CDC guidelines will be followed, there is no guarantee of safety from germs that may lead to COVID-19. Each individual family will need to consider the safety precautions that will be followed with fidelity, their personal levels of concern, and their knowledge of their children and personal family circumstances to determine whether or not it is appropriate and safe to consider this program. When you register for this program, you are stating that you understand the risk you are taking during the COVID-19 pandemic situation.

Program:

The BASES After School Program is a Somers Recreation Department program (not a SES program) open to all SES students in grades K-5.

Location:

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

Hours of Operation:

The program will run every scheduled school day (M-F) from (approximately) 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 \$20 per day. There will be a \$10 sibling discount as well as an additional \$10 discount for students registered for the entire month.

Registration:

Registration must be completed online at somers.recdesk.com. This is the Somers Recreation Departments website. 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.**

Monthly Registration Deadlines:

Registration and payment must be completed by the 20th of each month, for enrollment in the following month (ex: September 20 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 school day within a month.

Registration Minimums

The minimum number of days for participants to be eligible for a given month will be 50% of the total number of program days within that month. There will be no walk-in or single day options for this program.

(Ex: September has 20 days that the program will run. In order to be eligible for the program a participant must be registered for at least 10 days.)

The minimum number of days for participation, and the corresponding monthly costs are final and there will be no reimbursements made for missed days or instances where a participant elects to attend fewer than the total number of minimum days within a month.

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, but not necessarily limited to: Pick-Up Authorization Form, Student Medical Information, Monthly Attendance Form, Photo Policy and Accommodation Form.

Absence:

If your child is going to be absent from the program, **parents/guardians must 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 other 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 to the designated location to 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 form should be communicated directly to the Program Director, or the Somers Recreation Department full time staff.

The BASES staff kindly requests that individuals picking up/signing out program participants make every effort to refrain from speaking on cell phones while signing out. The sign out period is an opportunity for BASES staff to communicate any pertinent information (behavior, program updates, accidents, etc.) to parents/guardians directly, and we thank you for providing us with the opportunity to converse directly with you during this period.

Parent Communication with Program:

In order to ensure accurate daily rosters and a safe and consistent program environment, families must contact the BASES After School program at 860-937-4744 or afterschoolprogram@somers.k12.ct.us to notify the program of any changes to participant's schedules.

Please note, that simply sending a communication to the SES front office is not sufficient to ensure that the message is received by the Somers Recreation Department and BASES staff. The BASES After School Program is administratively designed and executed by the Somers Recreation Department. All communications must be made, in every instance, directly to the phone number and/or email address provided. Thank you for your assistance and attention to this protocol.

Late Pick-up:

All children must be picked up by 6:00pm. There is a five-minute grace period. There will be a \$5.00 late fee charged for each additional 5 minutes participants are not picked up past 6:05pm. 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):

6:00-6:05pm = Grace Period

6:06-6:10 = \$5.00

6:11-6:15 = \$10.00

6:16-6:20 = \$15.00

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 Counselors. Once the program begins (approximately 3:20pm-3:30pm) 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 or silent reading time. 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 within the cafeteria.

Extra-Curricular Activities: *If applicable*

Participants in other extra-curricular activities are welcome to register and participate in the BASES After School Program. Families with participants in SES afterschool programs (STEM, Chorus, Band), 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 BASES After School 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, 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 requests that any personal possessions be left in backpacks during a child's time in the BASES After School Program.

Toileting Policy:

It is expected that all participants will demonstrate independence in all aspects of using the bathroom. *Children must be toilet-trained. Pull-ups are not permitted.* Somers Recreation's BASES After School Program is not set up to accommodate children who have regular toileting accidents (beyond occasional and somewhat inevitable accidents). For this reason, we require that all children enrolled in our program be proficient in bathroom related self-help skills and able to independently use the toilet. Somers Recreation defines independent toileting skills as follows:

- Every child should be able to recognize and verbalize their body needs and respond to staff reminders asking them to use the toilet.
- Every child should be free from regular bathroom accidents.

- Regular bathroom accidents are considered to be a child soiling their clothing with either urine or feces two or more times during a one-week period.
- Every child should be able to independently navigate their clothing.
- Every child should be able to wipe their bottom with toilet paper.
 - Staff will provide wiping assistance and guidance, if needed. However, all children should be willing to try to wipe with independence.

Some children may be more comfortable in their own home with independent toileting skills but not in other environments. If we determine that a child's independent toileting skills are not present, our staff will follow the guidelines as outlined below:

- We commit to supporting each child in a positive manner without belittling, embarrassment or punishment.
- We will work with parents to support the child with their independent toileting skills.
- Any child that has had an accident where feces are present, parents will be called so they can assist their child in cleaning themselves.
- Parents will be called to pick up their child if they have regular toileting accidents.
- We may require that the child be disenrolled from the program until their independent toileting skills are strong enough to be consistent and present while at BASES.
 - In the event that a child is disenrolled due to toileting issues, Somers Recreation will refund 50% of the BASES After School Program fee.

Behavior Expectations and Disciplinary Policy:

Program Rules

Participants will be responsible for following ALL BASES rules as listed below. Violation of rules may result in disciplinary action or removal from the program.

All program participants must conduct themselves in a safe manner. This includes, but is not limited to:

- Participants must remain in designated areas and/or with the group at all times.
- While in the cafeteria, gym or outside, participants must be visible to staff members at all times.
- Participants must keep hands-to-themselves at all times, unless it is expressly stated by a staff member that contact is permitted due to the nature of the organized activity at the time.
- Refrain from engaging in horseplay or rough play or engaging in any dangerous activities.

- Participants must keep their bodies under control and engage in appropriate activities for the area (i.e.no running indoors, no wildly throwing sports equipment in the gym, etc.)
- No weapons, projectiles, alcohol, drugs, or illegal substances allowed. Possession will result in immediate expulsion from the BASES programs.
- Participants must abide by all rules and procedures added to the program.

All program participants must be respectful to staff and their peers. This includes, but is not limited to:

- Participants and staff must treat each other with respect, tolerance, kindness, and consideration.
- Use appropriate language at all times.
- No name-calling, put-downs, or bullying activities.
- Practice good sportsmanship.
- Follow directions given by program staff & report any problems to a staff member immediately.

All program participants must be respectful of the program space. This includes, but is not limited to:

- Use all equipment and facilities only for their intended purpose.
- Participants must walk in the hallways when we are inside the school.
- Cleaning up the space after an activity is complete.

Behavior Management and Disciplinary Procedures

BASES staff will focus on positive reinforcement and prevention of negative behavior, by praising the positive and attempting to downplay the negative in an effort to bring out the best in every child. We believe disciplinary procedures should vary according to age, individuality, and the development level of each child. Staff will use positive guidance, redirection, continuous supervision and set clear limits. Program staff will report any negative behaviors to the parents on the day of the incident.

Actions that are unsafe, disrespectful, or disruptive to the program environment may result in disciplinary action. Disciplinary action is implemented at the discretion of the BASES Directors and Somers Recreation Department staff and varies in accordance with the severity of the offense.

Minor disciplinary issues will be addressed by asking the child to sit out of an activity for a designated period of time. The behavior will be discussed with the child and alternative strategies for handling the situation in the future will be reviewed. Repeat or major disciplinary issues, including unsafe behaviors, will result in a written incident report to be signed by an adult upon pickup. The child may be removed from further activities for the day at the discretion of the BASES Directors. Depending on the severity of the behavior, additional action may include requiring immediate pick-up from the program or a suspension from the program.

The Somers Recreation Department reserves the right to determine the seriousness of the infraction and issue consequences accordingly in order to preserve the safety and well-being of ALL program participants and staff. In the case of an extended suspension or expulsion, behavior records may be reviewed when considering enrollment for future recreation programs. Refunds are NOT given for the month in which a suspension/expulsion occurs. If a participant is registered for additional months, following the month in which an expulsion occurs, we will refund the registration fees minus a \$20 administrative fee.

Non-Physical Behavior

Includes but is not limited to: not following directions, use of inappropriate language, disrespectful behavior towards staff and/or peers, leaving the program area, along with any other infraction deemed inappropriate for this category.

If non-physical behavior should occur at the program, a staff member will issue a verbal warning explaining the inappropriate behavior to the child. The participant is advised that the next warning will result in a written Behavior Report. If the discussed behavior should continue, a written Behavior Report will be completed and a parent/guardian will be notified. Repeated behaviors will result in further disciplinary action, which may include a suspension from the program. A first suspension issued is 1-3 days based on the seriousness of the infraction. If the behaviors continue after this point, further consequences may include the following: an extended suspension of 3-5 days, removal from the program.

Physical Behavior (Mild)

Includes but is not limited to: pushing, shoving, spitting, tripping, and throwing any item, along with any other infraction deemed inappropriate for this category.

If mild physical behavior should occur at BASES, a verbal warning will be given to the child, a written Behavior Report will be completed and a parent/guardian will be notified. A 1-3 day suspension may be issued based on the seriousness of the infraction. If the behaviors continue after this point, further consequences may include the following: an extended suspension of 3-5 days, removal from the program.

Physical Behavior (Severe) & Bullying

Includes but is not limited to: punching, pinching, bullying, biting, hitting, kicking, revealing inappropriate areas of the body (panting, flashing) along with any other infraction deemed inappropriate for this category.

If severe physical behavior or bullying should occur at BASES, a verbal warning will be given to the child, a written Behavior Report will be completed, and the parent/guardian will be notified. A 1-5 day suspension will be issued based on the seriousness of the infraction, and immediate pickup from the program may be required. If the behaviors continue after this point, further consequences may include the following: an extended suspension or removal from the program. The Somers Recreation Department staff reserve the right to issue an expulsion from the program for a first offense if the physical behavior is deemed to be a severe threat to the safety of program participants and/or staff.

***Somers Recreation Department
BASES After School Program 2024-25***

Please sign and return this page to the BASES After School Program.

I, _____ have read and understand all of the information provided to me in the BASES After School Program policy page.

Sign: _____

Date: _____