



## **Somers Recreation Department**

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

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### **Somers Recreation Department BASES Before School Program**

#### **Program:**

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

#### **Location:**

The program will be located at Somers Elementary School. Drop off will be in the SES cafeteria.

#### **Hours of Operation:**

The program will run every scheduled school day (M-F) from 7:30am through 8:35am. The program will run on scheduled ½ days of school for the standard hours. The program will not run on school holidays, school snow days, school vacations or on days with delayed openings 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](http://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 15<sup>th</sup> 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 Before School program all necessary paperwork must be completed at the time of registration including: 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 [recreation@somersct.gov](mailto:recreation@somersct.gov) no later than 4pm on the day before 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 Before School Program, we require two weeks' notice in writing, and completion of a refund request form.

## **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 Before 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.**

All parents or guardians must walk into the building and sign in their child(ren) at drop off.

## **Typical Daily Schedule**

Program participants will be dropped off at the SES Cafeteria side door entrance beginning at 7:30AM. Parents sign their children in with the Program Director at the time of drop off. Once a Participant is signed in and dropped off, we will provide a cold breakfast. Cold breakfast food options will be communicated to families prior to the beginning of the program and will be pre-approved prior to serving. Your child is welcome to bring an additional/alternative breakfast 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 food containing nuts. Participants will have the choice of engaging in a variety of activities designed to stimulate and engage the child prior to the beginning of the school day. Some examples of these activities include (but are not necessarily limited to): arts & crafts activities, coloring, puzzles, reading, STEM games, board games, drawing, LEGO play, Play-Doh, and more. Participants will be walked to their classroom for the beginning of the school day at 8:35AM.

**There will be no time for homework completion in the BASES Before School Program.** We kindly request that families do not send Participants with any homework to complete in the BASES Before School Program. We appreciate your cooperation in helping us to execute the strongest possible program.

**Illness or Injury**

If a program participant becomes ill or is injured while at the BASES Before 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 Before 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 Before 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.

**Possessions from Home:**

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

**Behavior Management Policy:**

The children and staff of the BASES Before School Program are asked to treat each other with respect, tolerance, kindness, and consideration. The rules and behavior expectations utilized by the BASES Before 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 resulted in 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 Before 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 Before School Program.