

Waterbury Recreation

# Afterschool Family Handbook

2024-2025 School Year

802-244-7174

[www.WaterburyRec.com](http://www.WaterburyRec.com)

This handbook is intended to be a guide in answering questions regarding program practices and policies. Within this handbook the Town of Waterbury will be using the term Caregivers. Waterbury Recreation realizes that families are varied, and the use of the word Caregivers refers to the adult(s) who are responsible for the child(ren). Waterbury Recreation values all families and the diverse homes each child comes from. If you have any questions regarding our policies and practices, please seek clarification by contacting the Program Coordinator or the Director of Recreation. It is important that families understand the parameters within which our programs operate. Waterbury Recreation reserves the right to change current policies and practices. Changes to policies will be communicated to Caregivers.

## **Program Details**

### **Approximate Daily Schedule**

2:45-3:45: Drop off & Free choice (outdoors whenever possible)

3:45-4:00: Circle time & Snack

4:00-5:00: (Optional) Activity led by staff

5:00-6:00: Free choice & Pickup

On field trip days, this schedule will vary; these changes will be communicated to parents via email.

## **Payment**

50% of fees are due upon registration. The remaining 50% are due the first day of attendance. To pay, please login to your MyRec account and pay online, or drop off a check at the town office (28 N. Main St. Waterbury, VT, 05676) or at the Recreation Building (27 Butler Street, Waterbury VT, 05676) during program hours.

## **Cancellation Policy**

Cancellations made with less than a week's notice cannot be refunded. Cancellations made with 7-days to 30-days' notice will be refunded at 75% and as a credit on your MyRec account. Cancellations made with more than 30-days' notice will be fully refunded as a credit on your MyRec account. Under extenuating circumstances, refunds can be issued as a check from the town. Checks from the town take about 1-2 weeks to process and are mailed to your listed address. No other forms of refund payment are possible from the town.

## **Pick-up/Check-out**

Caregivers must come directly to the Rec building for us to release your child for pick-up. Children will not be released to any adult that is not on the authorized list for pick-ups (created in your MyRec account). Children may sign themselves out IF you have granted permission for your child to do so on the registration form. Late pick-ups (after 6:00pm) will be charged at a rate of \$2 a minute until the child is picked up, and this fee will be added to your MyRec account.

Waterbury Recreation can have guardians and caregivers volunteer if it is pre-approved. However, if guardians and caregivers come and participate in our program and are not pre-approved volunteers and are not picking up or dropping off, staff will kindly ask you to leave. This is because we must ensure the safety of the children we serve.

## **Absentee Policy**

Caregivers are responsible for notifying the coordinator or director if their child is signed up but will not be attending Afterschool that day. There are no refunds provided for absenteeism. If we are not notified of an absence and a child on our roster does not arrive at our program, the emergency contact persons will be called until we are able to determine the location of the child.

## **Discipline Policy**

### **Good Behavior Meters**

Waterbury Recreation Afterschool has implemented Good Behavior Ticket Charts to promote good behavior in the program. Students can fill up the meter when they follow the program rules, help clean up, and are kind to each other, and can also lose progress for bad and inappropriate behavior. Filling a Good Behavior Chart will result in a celebration the following week at Afterschool!

### **Incident Reports**

If a child is having a hard time following expectations or is becoming unsafe with their behavior, language, or in general, staff will prompt the camper with a reminder to adjust their actions and explain why the adjustment is needed. If the actions continue, they will be issued an Incident Report.

If a camper is violent, has hands-on behavior, or is bullying, they will be issued an Incident Report and be sent home automatically. These behaviors are not allowed at our programs.

Once an Incident Report is issued, the emergency contact for the child will be called and they will be expected to pick their child up within 30 minutes. Depending on the severity of the behavior and/or the time the incident occurred, the child may be asked to stay home from Afterschool for an additional day.

The combination of Good Behavior Charts with Incident Reports allows us to create an enjoyable and safe experience for all involved, and it gives a child a chance to reflect and regulate so they can improve their behavior, or return the following day in a better space.

If a child has 2 Incident Reports within a one-week period (7 days), they will need to take one full week break from the program to come back. If a child receives 3 or more Incident Reports in the program, they will not be allowed back at Afterschool for the session.

This policy is subject to change if a child has a behavioral/accommodation support plan put in place **prior to the child starting the program.**

### **Accommodation Plans**

If your child has a behavior or accommodation support plan, please notify staff upon registration, prior to the child starting at our program.

### **Snacks & Water**

We request that families send children to camp with plenty of snacks for the afternoon. Our program does not provide snacks at this time. You are also welcome to leave snacks for your child at the Rec building if this is easier.

Additionally, please be sure to send your child with a water bottle. We will have refills available.

### **Personal Property**

Please make sure to label all items clearly with your child's name. Students are discouraged from bringing items beyond what is needed for the day (ie. Warm clothing, water bottle, or ice skates when we visit the Ice Center). Waterbury Recreation is not responsible for lost, stolen or damaged personal property, including clothing and electronics.

Weapons, drugs, tobacco products and alcohol are not permitted at Waterbury Recreation programs or properties.

### **Weather Appropriate Clothing**

Watch the weather forecast to make sure that your child is dressed appropriately for camp, whether it be for rain, snow, or particularly hot days. We try to spend as much time as possible outdoors each afternoon. Indoor shoes can be brought or left at the Rec building for indoor time, and weather-appropriate footwear should be brought each day (shoes that are good for running and moving, snow boots in winter, rainboots on wet days).

We recommend packing an extra change of clothes and especially extra socks and mittens for your child in their backpack (or we can keep them at the Recreation Building for you). This allows your child to wear clean and dry clothing, especially in winter.

## Field Trips

### In-Town Field Trips

From time to time, we will travel throughout town to different parks, the library, our nature trails, and other areas to get out and explore. Our location will be posted on the Rec building door along with a contact number and a time of return. These trips will also be communicated to caregivers via the weekly email.

## Electronics in Program

### Cell phones

Waterbury Recreation does not allow students to use their personal cell phones when participating in our Afterschool program. Students carrying cell phones will be asked to place them in their backpack during program time.

## Child Abuse and Neglect

The Town of Waterbury recognizes the serious local, state and national problems associated with child abuse and neglect. As an organization, Waterbury Recreation recognizes its legal responsibility for reporting suspected cases of child abuse to the properly constituted state, county, or local authorities.

Staff are in a unique position to identify potential cases of abuse or neglect of children. Through recognition and understanding of a problem, knowledge of reporting procedures, and participation in staff development programs on the subject of child abuse and neglect, staff will act responsibly in these situations.

### Mandated Reporters

Staff are all mandated reporters. This means that our staff is legally required to report knowledge or reasonable suspicion of child abuse or neglect. Guidelines for reporting suspected child abuse and neglect are printed in the staff manuals and provided to each staff member.

Waterbury Recreation has adopted guidelines based on legal requirements and moral commitments which provide direction for the program staff to help in identifying and reporting cases of suspected child abuse and neglect. All records of reported suspected child abuse and neglect are confidential.

- Waterbury Recreation staff will accuse no individual when reporting suspected child abuse or neglect.
- Waterbury Recreation and summer staff do not investigate abuse reports.
- Waterbury Recreation staff **CANNOT** wait until a suspicion has been confirmed before reporting.

- If a Waterbury Recreation staff member or volunteer is suspected or accused of child abuse or neglect, the incident will be reported immediately and go directly to the Department for Children and Families.
- Procedures and expectations for reporting an incident in which a staff member may be involved are the same as for all other incidents.

Any changes to this policy will be made, as necessary, to be current with changes or revisions to state statutes.

### **Information Requests**

Any requests for information about a student that come from outside agencies, organizations, or persons (including from schools) will require authorization from the camper's caregiver. Requests without the caregiver's permission will be denied unless court ordered. Please contact the recreation office for more information and the necessary permission form.

### **Family Involvement**

Waterbury Recreation believes that it's best to work as a team in partnership with families to meet the needs of each student. We encourage families to take an active role in their student's experience. During registration, Caregivers are asked to review all program policies and procedures, and to contact the Recreation Director ([klisaius@waterburyvt.com](mailto:klisaius@waterburyvt.com)) or the Recreation Program Coordinator ([kmandych@waterburyvt.com](mailto:kmandych@waterburyvt.com)) for clarification or with any questions. Contact information is posted on the last page of this program and on our website.

We also recognize that there are many definitions of family, including blended, separated, etc. MyRec software does allow separated families to login to and make payment on the same accounts. Please reach out to the Recreation Department to learn more.

### **Concerns**

If there are any concerns about the program, Caregivers are encouraged to communicate their concerns to the Program Coordinator. If the resolution presented by the Program Coordinator is unsatisfactory, please direct any concerns to the Recreation Director.

If you have serious concerns, you can always contact the Town Manager. Town Manager Tom Leitz can be contacted at [tleitz@waterburyvt.com](mailto:tleitz@waterburyvt.com).

## Illness – General

While we are working with students, we stay vigilant for any signs of illness. Students with any of the following conditions may **NOT** attend or remain at Afterschool. Students should be symptom-free for 24 hours before returning to program and may require a physician's note stating that the condition is not contagious and/or a risk to others and that the child may return to camp:

- Fever: having a temperature of 100°F/38°C or greater
- Frequent diarrhea
- Vomiting
- Sore throat/difficulty swallowing
- Headache/stiff neck
- Lice or nits (during Summer Camp we will administer at least 2 lice checks)
- Undiagnosed rash or spots on skin
- Severe itching
- Mouth sores
- Cloudy eye discharge
- Unusual nasal discharge
- Significant tiredness, irritability, crying
- Uncontrolled coughing
- Difficulty breathing, wheezing
- Any communicable disease

We understand that it's difficult when your child becomes ill, and Caregivers are at work. Please also understand that bringing a sick student to program can jeopardize the health of other children and staff. Some chronic and seasonal conditions may resemble colds or eye infections, so please provide a note from the child's physician that explains the condition or let us know when going through the registration process.

## Injury Response

Waterbury Recreation is committed to the prevention of and preparation for events that could impact the safety of our students. Waterbury Recreation staff are trained in CPR and first aid prior to the start of programs.

Staff will administer first aid to the student. Superficial wounds (scrapes, etc.) will be cleaned with soap and water, and covered with a bandage. Staff will notify the Caregivers of the injury and first aid at pick-up.

- In the event of an injury to the head or any injury that may require additional medical attention, the emergency contact will be notified immediately.
- If the emergency contact is unable to be reached, staff will contact the next emergency contact person as specified on the registration form.



- If staff are unable to connect with emergency contacts, staff will monitor the child. If additional or immediate medical attention is required, **staff will call 911.**

### Accident Reporting

Staff will keep a medical log that will be used to record all medical related incidents.

- Caregivers will be informed of minor injuries beyond minor scrapes and bruises by receiving an update at pick-up and offered a copy of the completed accident report.
- When a student's injury requires medical attention, the Recreation Director will be informed, and an accident report will be completed by staff.
- The Program Coordinator will review report entries with staff on a weekly basis to look for trends and work on plans to help manage risk and minimize future injuries.
- The Recreation Director will directly review all medical log entries at the end of each program month.

### Planning for Evacuation

Program staff will create plans for evacuation in case of fire, flood, or other emergency situations. It is the responsibility of the Program Coordinator to see that evacuation plans are complete and in place. Emergency plans are posted at each program location in a visible area to all staff, students and Caregivers.

The Program Coordinator will ensure that fire evacuation plans are practiced throughout the program and that these practices include exits from all the various rooms and locations that the program may use during program hours.

### Stranger on Site

Our program takes place in a public park which means that community members and other groups are free to use the facilities that have not already been reserved for our program (ie: tennis courts, basketball court, etc.). That being said, in the event an unidentified adult has entered or approached an area that has been previously reserved for the program, a staff member will inform the Program Coordinator and ask the individual(s) to leave. If they refuse to leave, the Recreation Director will be contacted, and all children will go into a 'Stranger on Site' protocol which involves the program moving indoors to ensure student and staff safety. The police will be called, and Caregivers will be updated if the incident turns out to be valid.

## Weather Policy, Closings and Cancellations

### Weather Closing

Afterschool will only cancel if there is a snow day at the local schools, or if weather forecasted is deemed too unsafe for travel conditions. The decision to cancel will be

sent out via MyRec email. If weather conditions worsen throughout the day, caregivers may be contacted to pick-up as soon as possible from Afterschool. If there is a closure while children are in the building, parents will be emailed and called.

### **Medical Closing**

Afterschool may close due to a major outbreak of a serious illness or infection that has impacted many of the students. Caregivers will be notified of such closures through MyRec emails. If there is a closure due to illness or medical reason, the Recreation Department will share as much information as possible without sharing personally identifiable information.

The Recreation Department cleans and sanitizes common areas, surfaces, and bathrooms daily. The Department asks staff and families to follow CDC guidance when addressing serious illness including but not limited to COVID.

Unforeseen cancellations will be evaluated for refunds on a case-by-case basis. Not all closures will result in refunds.

## **Important Contacts**

### **Katarina Lisaius**

**Director of Recreation**

(802) 244-1010

[klisaius@waterburyvt.com](mailto:klisaius@waterburyvt.com)

### **Katie Mandych**

**Recreation Program Coordinator**

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