



# Before & After School Friends Program 2022/2023



# Parent Handbook

## COVID-19 GUIDELINES

### BEFORE & 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
- Should a staff member become ill, they will be sent home.
- All staff are required to wear gloves when handing out snack.

### SUPPLIES-

- All classrooms are well equipped and stocked with the following items:
  - Hand sanitizer
  - Disinfectant wipes
  - Soap
  - Paper towels
  - Disinfectant spray
  - Masks (should anyone misplace theirs, asks for, or needs one).

### SIGN OUT/PICK-UP

- Parents are not permitted in the building.
- When you arrive for pick-up, please follow school specific instructions in order to inform staff of your arrival. **Calling the site phone is the preferable way to notify staff.**
- Parents will be greeted by a staff member at the door. The staff member will sign the child out and then release them to the parent.

### 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 situation will be assessed with close monitoring and communication with Eastern Highlands Health District.
- Please make sure that your child's temperature is below 100.4 degrees. If it is above 100.4, they can **NOT** attend the program.

### SOCIAL DISTANCING-

- Each classroom will hold the maximum number of students allowed by OEC guidance.
- All students and staff will do their best to social distance to ensure safe practices while at the program.

## **MASKS & FACE COVERINGS-**

- Staff will make efforts to allow time for mask breaks for any participants who choose to wear a mask, as well as maximizing time spent outside
- Mask wearing is recommended but not required for children or staff in the program

## **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-**

- Sharing of tools, supplies, and toys will be limited and hand washing will take place often.
- All regularly used materials and surfaces will be sanitized daily.

## **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.

# After School Friends Program

## **Program Registration:**

Ways to register;

- 1.) Come to the community center, fill out an activity registration form and make payment
- 2.) Register online at [www.mansfieldcc.com](http://www.mansfieldcc.com)
- 3.) Mail in an activity registration form and a check. Credits cards can only be accepted in person or online.

## **Program Objectives:**

- ✓ Before & After School Friends Program is for children in Kindergarten – 4<sup>th</sup> Grade.
- ✓ Create an environment that is in every way healthy 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.

The Before & 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 Before & After School Friends. We offer before and after school at both Goodwin 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:** Before care begins at both Goodwin and Vinton Elementary at 7:00 AM. 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 before & after school program. On non-scheduled delayed opening and early dismissal days there is no before & after school program, this includes inclement weather days. If there is a scheduled half day after care will run from 12:30pm – 6pm.

**Activities:** The Before & 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. 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.

**Arrival/Departure:** Upon arrival and departure from school, parents or guardians will be required to sign in/out each child. At drop off and pick up parents or guardians will meet the staff at the door and sign the children in/out. 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 drop off or pick up your child you will need to call the after school phone.**

## **Before and After School Phone #'s:**

Goodwin Before and After School – 860-836-0819

Vinton Before and After School – 860-450-2641

**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 Before and 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 Steven Capobianco at 860-429-3015 ext. 6107 or [capobiancos@mansfieldct.org](mailto:capobiancos@mansfieldct.org) and notify the appropriate school. 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 Before and 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](http://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: _____



**2022-2023 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 Steven Capobianco, 860-429-3015 ext. 6107 or [capobiancos@mansfieldct.org](mailto:capobiancos@mansfieldct.org) to confirm there is space available.

**Drop in Fees:**

**\$19.60 a day for AM (before care)**

**\$23.70 a day for PM (after care)**

**Drop In Registration numbers (Please Circle):**

**222000-A (Goodwin 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.)**

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Child/Children's Name

Email Address

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Cardholders Name

Phone Number

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Cardholders Address

City

State

Zip Code

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Credit Card Account Number

Exp. Date

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Cardholders Signature

Date

Relationship to Child