



Before & After School Friends Program 2025/2026



Parent Handbook

COVID-19 GUIDELINES

BEFORE & AFTER SCHOOL STAFF-

- Staff are 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-

- The program is well equipped and stocked with the following items:
 - Hand sanitizer
 - Soap
 - Paper towels
 - Disinfectant spray
 - Masks (should anyone ask for or needs one).

SIGN-IN/OUT

- When you arrive for drop-off or pick-up, please follow the program specific instructions in order to inform staff of your arrival. **Calling the site phone is the preferable way to notify staff (860-208-7063).**
- Parents will be greeted by a staff member at the door. Parents are required to sign their child(ren) each day.

MONITORING OF ILLNESS-

- Should a child not feel well, have a fever or any other symptoms, the child will be separated from the group and the parent will be called to pick up the child. The child should not return to the program until they feel well.
 - *School policy requires a child stay home if he or she:
 - Has a fever over 100 degrees
 - Has been vomiting or has diarrhea
 - Has cold symptoms with runny or inflamed eyes, runny nose, frequent coughing or a sore throat.
 - Has a rash of unknown origin
 - Has a communicable disease or condition, for example - chicken pox
- Hour Rule:
- **FEVER:** over 100 degrees. Your child must be free of fever, **WITHOUT** the use of fever- reducing medicine, for 24 hours before returning to school.

- **VOMITING or DIARRHEA:** Your child must be generally free of vomiting or diarrhea for 24 hours before returning to school.
- **ANTIBIOTICS:** If your child requires medication for Strep Infections and/or Scarlet Fever, he or she must be on the prescribed medication for a minimum of 24 hours, free of fever and clinically improving. Please help others from becoming sick by keeping your child home while the sickest. Please contact your school nurse with any questions or concerns regarding these health policies.

*Kindly refer to The Public Schools of Mansfield, Connecticut Parent Handbook ([http:// www.mansfieldct.gov/mboe](http://www.mansfieldct.gov/mboe)) School Health Services, for more information.

HAND WASHING/ SANITIZING-

- Hand sanitizer and hand soap is provided at the program.
- All staff and children are encouraged to wash/sanitize their hands upon arrival, before and after meals, after bathroom use and after coughing or sneezing

CLEANING-

- Staff will clean the area daily!

Before and 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
- 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 – 4th 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 communication 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 school at Mansfield Elementary School and after school at the Mansfield Community Center.

Days of Operation: The Before and 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, **excluding** the last day of school.

Billing: Payment is due at time of registration. Each month you will need to register for days attending. You may also register for any future months or multiple months in advance if needed. You can come into the Community Center to register and make payment or go online and pay.

Hours of Operation: Before care begins at Mansfield Elementary School at 7:00 AM and the program participants will be dismissed to school at 8:45 AM. The After School Friends Program at the Mansfield Community Center 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.

Transportation Process to After School Program at the Mansfield Community Center

At the dismissal time of the school day, any child who is registered for the after school program will be dismissed to the library. Once they arrive there, a staff member will check and make sure that all the kids are in the appropriate spot. Once confirmed, those kids will all gather onto one bus and be bussed over to the Mansfield Community Center. Upon arrival, the Before and After School Friends staff will assure all the correct kids have made it to the program.

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.

AM Care Drop-Off: Enter through the driveway that says “Busses Only”. Follow that to the front of the school. You will then see another lane to your right where a sign states “Authorized Vehicles Only”. Take that right and follow that lane down to the bottom until you see a patio on your right. Drop-off will be at the doors on the patio. If you are dropping off any time after 8:00AM, you will need to park in the parking lot and call the site phone (860-208-7063) and a staff member will meet you at the main entrance of the school.

When arriving to drop off your child, we encourage you to call the Before School phone number at 860-208-7063.

PM Care Pick-Up: The Mansfield Community Center is located at 10 S Eagleville Road in Mansfield. Park in the main parking lot and enter through the main entrance. Notify the front desk staff that you are here to pick up your child(ren) from the after school program. The program will be centrally located in the Arts and Crafts room which is located on your left across from the pool at the Community Center. It is best to call ahead of time because the participants may be outside or in the gym.

When arriving to pick up your child, we encourage you to call the Mansfield Community Center at 860-429-3015 x 0.

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: Parents/guardians can register for drop-in days as needed online! Please follow the instructions at mansfieldct.gov/BeforeAfter-School-Friends under the tab “Online Drop-In Registration How To”. Space for drop-ins is limited each day and are not guaranteed. Registering for a drop-in must be done no later than 24 hours prior to the day the service is needed. **Payment will be due upon registration for drop-in days!** Any drop-ins needed after the 24 hour mark will need to be requested and approved by the Program Coordinator. This can be done by calling 860429-3015 x 6107. If you do not hear back shortly after calling, please call the main desk at the Community Center at 860-429-3015 x 0 and they will connect you with a manager. Drop-in rates apply. Enroll by month, regular individual days per month, or on a drop-in basis! **Please make sure to notify the school of the schedule change for child as soon as possible!**

Before and After School Phone #'s:

Mansfield Elementary School Before and After School – 860-208-7063

Mansfield Community Center – 860-429-3015 x 0

Program Coordinator (Steven Capobianco) – 860-429-3015 x 6107

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.

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 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.

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 donated.

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.

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.