

Bow Recreation Center
Before and After School Program Policies

Revised 4/14/23

Section 1. Introduction

1.1. Mission Statement

The Bow Parks and Recreation Department is dedicated and committed to providing a safe, fun, engaging and nurturing place for children before and after their school day. The Before and After School Program will encourage recreational opportunities which promote cooperation, independence, respect, creativity and developmentally appropriate activities and will allow children opportunities to work on schoolwork.

1.2 Program Staff

Before and After School Program staff are committed to the care and nurturing of children. All adult staff members are subject to a criminal background check; are qualified in First Aid and CPR; and participate in Bow Recreation staff training opportunities. The staff to participant ratio is approximately 1:15 and is frequently lower.

Section 2. Hours of Operation

2.1. Before School Program: 7:00 a.m. - 8:30 a.m.

2.2. After School Program: BES students: 2:15 p.m. - 5:45 p.m.
BMS students: 3:00 p.m. - 5:45 p.m.

2.3. Snow Days/Delays

The Bow Recreation Center will make every effort to be open on inclement weather days due to delays or closures of school. BRC will send out an email in advance of a potential weather-related closure asking if you would like your child to attend BRC in the event that school is delayed/closed or dismissed early. Deadline to submit the online registration is generally 5 pm the day before the potential closure so that BRC can arrange for adequate staffing. In the event of extreme weather conditions, the Center will close at the Discretion of the Parks and Recreation Director. Notice of the closure will be available on WMUR-TV ABC Channel 9 or www.wmur.com. Please note that we are not able to support remote learning.

2.4. School Vacations and Teacher Workshops

The Bow Recreation Center will be open from 7:00 a.m. to 5:45 p.m. on days the school is closed for vacations and teacher workshops unless the school closure is on an official Town of

Bow holiday. If a school closing occurs on one of your student's regularly scheduled days, tuition is due whether or not your student is in attendance.

Additional tuition is due for your student to attend a longer time than their regularly scheduled time or you may add the day if it is not their regularly scheduled day. Arrangements need to be made in advance to secure enrollment availability. Information for securing enrollment for these days will be emailed to parents.

2.5 Town of Bow Holidays

The Bow Recreation Center will be closed on official Town of Bow Holidays. The list is provided to families as part of the enrolment process.

2.6. Emergency Closings

When school is cancelled for the day due to an emergency, the Before and After School Program will also be cancelled. When after school activities are cancelled by the Bow School District due to an emergency, the After School Program will be cancelled.

2.7. If a school closing occurs on one of your student's regularly scheduled days, tuition is due whether or not your student is in attendance. Additional tuition is due for your student to attend a longer time than their regularly scheduled time or you may add the day if it is not their regularly scheduled day. Arrangements need to be made in advance to secure enrollment availability. Information and forms for securing enrollment for these days will be emailed to parents. In the event of an early dismissal, Center staff will go to the schools and bring the regularly scheduled students to the Bow Recreation Center.

2.8. In the event of the Center having to close early, you will be notified to arrange for your child to be picked up. It is your responsibility to provide emergency contact information in order for the staff to contact you in this situation.

Section 3. Contact Information

Physical Address:

Bow Recreation Center
21 Bow Center Road
Bow, NH 03304

Mailing Address:

Bow Recreation Center
10 Grandview Road
Bow, NH 03304

Telephone: 603-223-3984

Email: bowreccenter@bownh.gov

Website: www.bownh.gov

Section 4. Enrollment Requirements

4.1. A completed registration form and a non-refundable registration fee for each participant is due each year for each student to confirm enrollment.

4.4. Tuition is to be paid through Tuition Express on a weekly basis or arrangements can be made to pay on a monthly basis. All tuition must be paid in advance. Tuition is due for enrollment schedule (including holidays and vacation weeks and weather-related closures) whether or not your student is in attendance.

4.5 Monthly tuition is due on or before the first Monday of each month and is calculated by the number of Mondays in any given month multiplied by your weekly tuition. Weekly tuition is withdrawn from your bank account every Monday through Tuition Express. If a Monday happened to be on a bank holiday, the withdrawal will occur on the next business day.

4.6. A \$10.00 daily late fee per day will be charged for monthly checks dropped off after the first Monday of the month, and a \$25.00 service fee will be charged for non-sufficient funds.

4.7. Enrollment forms for vacation weeks, and school closure days must be completed and paid for in advance by specified date. Your tuition will be withdrawn from your bank account the Monday following receipt of your enrollment forms.

4.8. Additional time can be added to your student's schedule as needed (occasional added days, added hours during vacation weeks, added hours due to school closure for inclement weather) if space and adequate staffing is available. Fees for added days will be charged at the one-day rate for each added day.

4.9. Recurring returned checks will require that the account be paid with money order, certified check, or cash.

Section 5. Scholarships

Scholarships may be available based on financial need. The Town of Bow may provide assistance through the Bow General Assistance Department.

Section 6. BES/BMS Notification

Once the Bow Recreation Center has confirmed your student's enrollment schedule, you will need to notify BES or BMS to let them know the days your student will be attending the Before and After School Program. Once the appropriate school has been notified, any deviations from the schedule will require contact with Bow Recreation Center and BES or BMS.

Section 7. Permanent Change of Schedule and Withdrawal

If you need to make a permanent schedule change, we require a two week written notice. Requests to add days to your child's permanent schedule will be accommodated if there is space. If space is not available, you can request to be added to the wait list.

If you decide to withdraw your child from the Before and After School Program prior to the end of the school year, a written notification stating the participant's last day in the program is required a minimum of two weeks in advance. Payment will be required through the two-week notification period.

Section 8. Communication

Constant communication between staff and families is essential to the Before and After School Program running smoothly and providing the best possible care for your child. If you ever have any questions, concerns or suggestions about your child or the program, please share them with the Program Supervisor.

You are required to email or call the Before and After School Program, or speak to a staff member in person whenever someone besides yourself is picking your child up; or if your child is going to be late attending the Before and After School Program. You may leave a message on the phone if a staff member is not available to accept your call.

Section 9. Daily Schedule Changes

If your child will not be attending the Before and After School Program on a day that they are scheduled to, you must call the Bow Recreation Center at (603) 223-3984 or email us at bowreccenter@bownh.gov by 11:00 a.m. to notify us of the change in addition to notifying the school. As long as there is available space, your child's regular schedule at the Before or After School Program may be changed once during each academic year. Full withdrawal from the Before or After School Program and re-registration is required when there is a break from the regular schedule, not for adding or dropping days. The requests must be made in writing and approved by the Administration before any change can take effect. Drop-in days can only be accommodated for registered participants with advance notification and is subject to availability of space and adequate staffing. Swapping days is not permitted.

Section 10. Arrivals and Departures for After School Program

10.1. Arrivals

The Bow Recreation Center opens at 7:00 am. Bow Recreation staff will sign in your student each day. Please drop off your child (Grades K-4) between 7:00-7:30 am. Middle School students can be dropped off between 7:00 am – 8:05 am.

Elementary School: All participants will be released from Bow Elementary School (BES) at school dismissal time and staff will be in position to take attendance either in the cafeteria or at the side door closest to the Bow Memorial School track. After all participants are accounted for, Kindergarteners assigned to the Red Sox room, will be walked back to Bow Recreation Center to use the bathroom, have snack and play outside (weather permitting). Grades 1-4 will stay at the school property (weather permitting) to have snack and play on the playground or BMS track. They will return to the Bow Recreation Center between 3:00 pm and 3:30 pm each day.

If you need to pick up your child before we return to BRC, you may meet us at the playground. Be sure to notify a BRC staff member that you are taking your child. If we are on route from the school to BRC, parents must wait for the group to return to BRC before we can release your child.

Middle School: All Bow Memorial School (BMS) participants will be released from BMS at school dismissal time and staff will be in position to take attendance in the cafeteria. After all participants are accounted for, Middle School participants will be walked over to Bow Recreation Center. Students are not allowed to come over from BES or BMS to the Center unsupervised.

10.2. Departures

The program ends at 5:45 p.m. each day. Parents should arrive by 5:40 pm. No exceptions. A front entrance attendant will be scheduled at the entrance each afternoon to assist with the dismissal of your student (parent will wait outside at the front entrance for their student.) When picking up your child, please park your vehicle, turn the engine off and walk to the main entrance on the lower level.

Identify yourself to the staff member stationed at the main entrance on the lower level, who will call to have your child meet you at the entrance. Please be prepared to show positive I.D. if asked. Parents must wait at the entrance and walk their child to their vehicle for safety reasons.

If you pick-up your child late, you will be required to fill out and sign a late form which will be kept on file. A late fee will be charged for pick up or exiting the center after closing time (5:45 pm). The fee is \$5.00 for the first minute and \$1.00 for each additional minute thereafter and will be charged automatically to your account. Excessive tardiness can result in dismissal from the program.

If someone other than the parent or guardian is picking up your child, you are required to call the Before and After School Program to let us know. Identification (state issued driver's license or government issued military ID) may be required of any individual picking a child up (including parents). We will not allow any individual to pick up a participant who has not been identified

directly to us by the parent or guardian, or to an individual who cannot produce identification as outlined above. Individuals 18 and over are allowed to pick up and sign out participants.

10.3 Before and After School Activities at BES/BMS

If your child is registered for a Bow Parks and Recreation activity at BES, arrangements can be made for a Parks and Rec staff member to walk your child back to Bow Recreation Center once it is over. Please contact Bow Recreation Center to arrange/coordinate this.

Section 11. Program Rules

Upon school dismissal, children enrolled in the Before and After School program are expected to follow our rules. Children should come to the program dressed for outside play. Indoor play will be held for participants if the weather is extreme.

INSIDE RULES:

1. Students must be accompanied by a counselor when outside the classroom, unless permission is otherwise granted.
2. Quiet in hallways.
3. No running or playing in hallways or lobby.
4. Bathrooms are for personal business, not for playing

OUTDOOR RULES:

1. Bats and hard balls are not allowed on the playground.
2. Skateboards, roller blades, wheelies, hockey sticks and pucks are not allowed on Recreation Center property.
3. Throwing snowballs, ice, rocks or sticks is not allowed.
4. Teams should include both boys and girls.
5. Play safe.
6. Take turns.
7. Make room for others.
8. Help your friends.
9. Have fun!

Football and Soccer:

1. Choose an area in which to play with an adult to help.
2. Only two-hand touch football.
3. Tackling and slide tackling is dangerous and is prohibited!

Snacks

Each day participants have the opportunity to have a snack and water after school. Participants must bring in their own snack and water from home. If you feel your child will need an extra snack/water, please do not hesitate to send one in their backpack. Please do not send in any candy or snacks needing to be heated or refrigerated. Please be sure your child has a water bottle with their name on it at all times. If your child does not have a snack or a refillable water bottle, we have water and packaged snacks on hand. Parents will receive a notice if their child needed a snack or water and will be billed through Tuition Express. Families who do not use Tuition Express must pay cash.

Free-Play Activities

Various activities are available to participants daily. Activities at the Before and After School Program are recreation-based and are overseen by our program staff.

Homework

Participants will have an opportunity to work on schoolwork each day. Program staff are not responsible for helping participants with their schoolwork or checking for completion.

Dress

Please be sure your child has appropriate footwear (sneakers are required for walking to & from school, playground & gym activities) and appropriate winter clothing (winter boots, snow pants, winter coat, winter hat & mittens/gloves for walking to and from school, playground and outdoor play/sledding during the winter months). Please label all of your child's belongings with their name. Please frequently check the lost and found at the Recreation Center. Lost and found items are kept in your child's classroom.

Personal Belongings

Personal belongings such as toys and electronics are not allowed to be brought into the Before and After School Program. The only exceptions are computers if needed to work on schoolwork.

Section 12. Illness

If your child shows signs of illness, they will not be allowed to attend the program and you will be called to pick-up your child. Signs of illness include but are not limited to a fever; excessive runny nose; coughing; complaining of a sore throat, headache or stomach ache; nausea; vomiting; diarrhea; any unknown rash; possible eye infections; or emotional distress. When you are informed that your child is sick, pick-up within one hour is required. Late arrival in this situation will require filling out and signing a late form that will be kept on file and will result in an immediate two-day suspension of your child's enrollment.

Section 13. Medications

Before and After School Program staff are unable to administer medications to any participant without a signed medication consent form. Participants are not allowed to keep any medications in their back packs or lunch boxes. Parents must drop off any medications in labeled prescription bottles to the Bow Recreation Center office staff and complete a medication consent form.

Please list all medications your child is prescribed on a regular basis. Please inform a staff member of any changes to medications taken throughout the school year such as: starting new medications, changing dosages, and stopping medications. This information is necessary in order to provide the best possible care for participants.

Section 14. Individual Education Plan (IEP) and/or 504 Plan

If your child has an IEP and/or 504 Plan, please talk with staff about how we can help your child be successful in the Before & After School program.

Section 15. Data Privacy

The only persons permitted to see your child's records will be you the parent or legal guardian, Parks and Recreation Administrative staff, Bow Recreation Center staff or state licensing examiner. Information will not be given to others without parent or legal guardian written consent. It is the policy of this program to not disclose the names of students who may have caused injury to other students while at the program. This is to safeguard each family's privacy data. We will not verify your student's enrollment to anyone other than your child's school, without your consent.

Section 16. Behavior and Consequences

16.1. Expected Behavior

All children are entitled to a pleasant and safe environment while participating in this program. The core values of respect, responsibility, honesty, caring and kindness will be used in the Before and After School program.

Rules include, but are not limited to: respect others; respect personal space; listen to others; keep hands to oneself; practice sharing and kindness; put away/clean up what you take out; be responsible for one's own belongings; participate in activities; no using foul language; practice honesty and good manners; and listen to and follow directions from staff. We expect children to follow proper safety procedures at all times including but not limited to: never opening outside doors without permission; not fighting; not running inside; not playing in restrooms; not playing on or under the tables; and not running away from the group. Program staff are always available to meet and discuss any issues that concern your child.

16.2. Positive Behavior Guidance Policy

It is our belief that discipline is the protection of a safe and positive environment at the Before and After School Program. Discipline practices shall support the child's behavior with positive guidance as well as setting of clear-cut limits which foster the child's own ability to be self-disciplined. Depending on the behavior presented, parents may be provided with a behavior guidance plan outlining strategies that the staff will use in dealing with challenging behaviors.

Success in a group setting requires a child to be able and willing to be verbally directed and/or redirected as needed for the success and safety of the group. Guiding children's behavior is done throughout the day/afternoon, not just when a child acts in a way that is unsafe or unacceptable. Behavior is guided through established predictable routines, setting clear rules, and modeling kindness and respect.

16-3. Consequences

The Before and After School program staff will make every effort to support challenging behaviors for the success of the child and their before/after school group. If a child exhibits behavior which is thought to be unacceptable or unsafe, a staff member will discuss the behavior with the child and may have the child complete a "Think Sheet". If deemed necessary, staff will fill out a Parent Communication form and BRC staff will either call or meet with the parent to discuss. If unacceptable behavior occurs such as: using foul language, harming another child or staff member, fighting, ignoring or disobeying safety rules, running away from the group or designated areas, inappropriate displays of affection, defacing property, vandalism, or stealing, the Bow Recreation Center Site Coordinator or Assistant Parks and Recreation Director will contact the student's parents to discuss the matter.

1st. incident: Parent will be notified verbally or in writing

2nd.Incident: Child will receive a written warning and possible one-day suspension.

3rd Incident/Gross violation: The action taken is at the discretion of the Director and Assistant Director after appropriate consultation with the parent. This may result in suspension or termination from the program.

In the event that a participant has inappropriate physical contact with another participant or staff, the parents will be immediately notified to pick-up their child from the program within 60 minutes of being contacted. In addition, the child will be immediately suspended from the Before and After School Program for one week. Dismissal from the program may be considered at this point, and law enforcement may be called to provide advice.

To ensure safety, in the event that a child threatens to harm others, the parent/guardian will be notified and the threat may be reported to law enforcement depending on the nature of the threat. Consequences could result in suspension or dismissal from the program.

Section 17. Discharge

The Bow Recreation Before and After School Program reserves the right to cancel the enrollment of a child for the following reasons:

- Account becomes more than 14 days past due.
- Parent/Guardian and/or participant not observing and/or following policies and procedures outlined in this document.
- Child has physical, emotional or behavioral needs which the After School Program cannot safely meet.
- Physical and/or verbal abuse of staff or children by child or parent.

Section 18. Accidents

Although scrapes and bruises are a part of childhood, the staff at the center strive to minimize even minor injuries. When minor injuries occur, the staff will administer the necessary first aid. Accident reports are completed by the staff, shown to parent or legal guardian at the end of the day for their review and signature. Accident reports will be kept in your student's file. Staff certified in Child CPR and First Aid will be available at all times. In the event of a head injury, even a bump, parents will be contacted promptly by phone. With more serious injuries, students will be brought via ambulance to Concord Hospital. A Program staff member will accompany your student along with their medical records. The student's parents will be notified immediately.

Section 19. Fire Drills

Fire drills and other emergency safety drills are conducted throughout the year. Students are expected to calmly exit the building in quiet single lines with their Group Leaders. All visitors must exit the building through the nearest door. To ensure the safety of all, personnel are instructed to initiate a fire alarm if there is the least suspicion of fire or smoke.

Section 20. Lock Down

Lockdown is called when there is a threat or hazard inside the building. From parental custody disputes to intruders to an active shooter, Staff are responsible for implementing their classroom Lockdown. If it is safe to do so, the staff should gather students into the classroom prior to locking the door. The staff should lock all classroom access points and facilitate moving occupants out of sight and having room occupants maintain silence.

Section 21. Evacuations

In the event the facility must be evacuated because of a confined emergency, the staff and children will leave the building and gather in the immediate area at Bow Elementary School, 22 Bow Center Road, Bow, NH 03304. Contact person at Bow Elementary School, Lori Krueger, Principal, (603) 225-3049.

In the event the facility must be evacuated because of an emergency in the immediate area, the children and staff will walk or be transported by Bow School Bus to the Bow Community Center, 3 Bow Center Road, Bow, NH 03304. Contact person at Bow Community Center, Malinda Blakey or Michelle Myrdek (603) 223-3920.

If necessary, children will be transported to Concord Hospital, 250 Pleasant Street, Concord, NH 03301. Contact phone number for Concord Hospital is (603) 225-2711.

Section 22. Divorced/Separated Parents/Guardians Policy

The Before and After School Program strives to support families and to promote positive development for our participants. We recognize that many families have experienced divorce or separation, and in order to provide the best possible care for our participants, we feel it is important to maintain good communication with all the significant adults in their lives. The Before and After School Program will handle any information provided relating to issues of divorce and separation with the utmost sensitivity.

If you need to discuss any matters relating to your child's home circumstances, please make an appointment to speak privately with the Programs Supervisor. It is important that Program staff have a clear understanding of the following:

- Custody arrangements
- Who to contact first for general questions and in an emergency.
- Who is responsible for payments to the After School Program.
- Who will or will not be authorized to pick-up your child.
- Any visitation schedules involving pick-up from the program.
- Significant figures in the life of your child, especially if we are to have contact with them.
- Your child's feelings.

We ask that all discussions regarding custody, divorce, separation, visitation and significant other adults in a child's life be held privately, away from all participants, their families and your own child.

Please note than we cannot deny a parent access to their child based solely on the word of another parent. We require a written copy of a court order to prevent a parent from picking up their child.

Section 23. Reporting Abuse and Neglect

All staff at the Bow Recreation Center are mandated reporters of suspected abuse and neglect. By law, the State of New Hampshire requires all early childhood professionals to report suspected cases of physical, sexual, or emotional abuse to the NH Department of Health and Human Services.