Hebron Parks and Recreation

PREP

PARENT HANDBOOK

**THANK YOU FOR YOUR REGISTRATION. PLEASE READ ALL ENCLOSED MATERIALS CAREFULLY.**

Our highest priority is to provide the best Before and After School Program experience possible while following all guidelines and restrictions to keep our participants and staff safe.

**HOURS OF OPERATION**

**School Year-**

* + AM Care               6:45am – 8:15am
	+ PM Care               3:00pm – 5:00pm
	+ PM Extended     5:00pm – 6:00pm

\*Registration for PM extended care requires an additional fee

**Staff Development Days and School Vacations (Pre-registration required, and additional fee)-**

* + Regular Hours    6:45am – 5:00pm
	+ PM Extended     5:00pm – 6:00pm

\*Registration for PM extended care requires an additional fee

**DROP OFF AND PICK UP PROCEDURES**

Participants should be escorted into the building by an ***ADULT*** or responsible caretaker who is ***at least 15 years of age***. Please note- following school COVID policies and procedures, and for the safety of the building, parents are not permitted inside of the building. Staff will sign the child in and out.

1. If a participant will not attend PREP, an email or phone call should be made to the Recreation Supervisor.
2. Participants will not be allowed to leave with anyone who is not designated on their registration form. Please notify the Recreation Supervisor, or staff, in writing, of any changes.

**LATE PICK-UP POLICY**

The PREP program closes at 6:00 p.m. Being late for pickup is discourteous to our staff. The policy for late pick up is described below-

**1**. If a participant is not signed out by their pickup time, a phone call will be made to the parent.

**2**. If there is no response, emergency contacts listed on the registration form will be called.

**3. If no one can be reached by 6:10 p.m. the police department will be notified.**

**4**. On the second late occurrence, alternate arrangements for the pick-up of the participant will be requested.

**5**. On the third late occurrence the participant will be removed from the program.

* If you are not registered for the PM Extended Care and are unable to pick up your child by 5:05pm, your account will automatically be charged for the Extended Care fee of $6 per child.
* If your child is picked up between 6:05pm-6:15pm, your account will automatically be charged $10 per child.
* If your child is picked up after 6:15pm, an additional $15 per 15 minutes will be automatically charged to your account, per child.

**PROGRAM**

The PREP program follows the Hebron Public School’s schedule.

Grades Pre-K- 6. \*All participants must be potty trained.

Daily PREP activities include sports, games, arts & crafts, nature, and more! Participants are divided into our PREP classrooms by age/grade. Afternoon snacks are provided.

**PROGRAM AND WEATHER CANCELLATIONS**

The PREP program follows the Hebron Public Schools’ schedule. This includes closures, delays, and early dismissals due to weather, power outages, and other unforeseen circumstances that are out of the control of the Hebron Parks and Recreation Department.

We understand that these unforeseen circumstances are a tremendous inconvenience and sympathize with all families that rely heavily on the PREP program for childcare.  When possible, the Parks and Recreation Department will explore every avenue to avoid untimely closures to the PREP program.

In the event of a closure or schedule adjustment to the PREP program, the Recreation Supervisor will contact all participants, via e-mail, as timely as possible.

**Weather/Unforeseen Closure Schedule**

|  |  |
| --- | --- |
| **School** | **PREP** |
| 1 Hour Dealy | 7:45am Opening |
| 90 Minute Delay | 8:15am Opening |
| 2 Hour Delay | 8:45am Opening |
| Closed | CLOSED |
| Early Dismissal | NO PM PREP |

*\*Closure Schedule is subject to change based on severity of weather, or closure, to ensure the safety of all participants, parents, and staff.*

**HOLIDAYS, STAFF DEVELOPMENT DAYS, VACATION DAYS**

The PREP program will offer full day care during Staff Development Days and Vacation days for an additional fee and requires pre-registration.

\*Please understand that these full days of care are dependent upon registration numbers and staffing.  If there are changes made, or cancellations, the Recreation Supervisor will be in touch.

PREP follows the Hebron Public School and town holiday schedule.

PREP is closed during school/ town Holidays.

**BEHAVIOR MANAGEMENT**

Our goal is to provide a safe and nurturing environment for all our participants at the PREP program. We believe that each child is unique with their own timing of development and growth. We respect a child’s individual needs and interests and will work with the child and parent to help develop the skills he or she needs to feel confident in themselves and in their growing abilities.

Our primary focus is on prevention - to create an environment, both physical and social, which may adapt to each child’s needs. Moreover, by establishing clear and consistent limits for behavior, a child will come to understand what these limits are and the behavior which is expected of them.

**If a situation occurs which requires intervention on our part, the following steps will be taken:**

1. If a child exhibits signs of boredom or is escalating, we will provide positive redirection to a more appropriate and safe activity for the child.
2. If a child does not respond, they will receive a “time- out” or relevant consequences (i.e. throwing food would result in having to clean it up.) All consequences are logged in the behavior log and parents will be made aware of the situation at the end of the day.
3. If a child is placed in a “time-out” situation three or more times, or logged in the behavior log three or more times, the staff and or Recreation Supervisor will notify a parent of the situation via a write up. All write ups are to be signed by a parent or guardian. Please note that after threewrite ups the child will receive a suspended day off from the PREP program. The day off will be the immediate day after the incident, (i.e. if the situation occurs on a Friday, the suspension will occur on the following Monday.) After three suspended days off, the child will be removed from the PREP program.
4. If any child engages in behavior with the intent to harm another child or staff member, the child’s parent will be notified immediately and will be required to pick their child up immediately. In addition, a meeting must occur between the Recreation Supervisor, Recreation Director, and the parent before the child can return to the PREP Program. The Parks and Recreation Department has final say as to the safety of the children in the program.

If we are unable to provide for the child (i.e. a child exhibits consistent negative behavior which may affect the health and safety of all participants), we will make recommendations to where the child may best be served. This may include removal of the child from the PREP program.

Please do **NOT** allow your children to bring valuables to PREP. The PREP staff, nor the Recreation Department, is responsible for any items traded, lost, or stolen.

**NO TOYS OR STUFFIES FROM HOME**

**NO BEYBLADES**

**NO POKEMON CARDS**

**NO ELECTRONICS**

***\*The Hebron Parks and Recreation Department and staff will not be responsible for participant’s personal property. \****

**SUPERVISION OF CHILDREN**

The staff/ child ratio is 1 staff for every 10 children over the age of three years old. At no time should the group size exceed 20 children over the age of 3 years old, even if rations are being observed. Group size shall be observed in the PREP rooms, gym, bathrooms and outside. Children must be supervised by sight and sound at all times. Staff shall position themselves to see as many children as possible.

**NO CHILD/CHILDREN SHOULD BE LEFT ALONE FOR ANY PERIOD OF TIME.**

Field Trips- Staff/ child ratios will be maintained while outside of the building. Staff must bring each child’s emergency contact information and the first aid kit on the field trip. All children will be supervised by sight and sound while getting on and off the bus.

Bathrooms- Staff must supervise children while they are using the bathrooms. PREP is a hands-off program. Staff is unable to assist while the children are inside of the bathrooms. All participants are required to be potty trained.

Playground/ Outdoors- It will be the responsibility of all staff to ensure the safety of children on the playground, and outdoors. Supervision of the children will include the following:

* A headcount will be taken before leaving the building
* Children will be escorted by the staff to their designated play areas
* Staff will encourage and demonstrate proper equipment usage and play
* Staff will circulate through the play areas, supervising and interacting with the children in a positive manner.
* A head count will be taken before re-entering the building
* Staff may not leave children unattended or out of state-permitted ratios and group sizes
* Children may not go back inside for any reason, nor may they go back outside unless accompanied by staff
* At least one CPR certified staff member will be on the playground/outside

**ABUSE AND NEGLECT**

All staff have a responsibility to prevent child abuse and neglect of any children involved in our program.

1. Definition:

 Child Abuse includes:

* Any non-accidental physical or mental injury (i.e., shaking, beating, burning)
* Any form of sexual abuse (i.e., sexual exploitation
* Neglect of a child (i.e., failure to provide food, clothing, shelter, education, mental care, appropriate supervision)
* Emotional abuse (i.e., excessive belittling, berating, or teasing which impairs the child’s psychological growth)
* At risk behavior (i.e., placing a child in a situation which might endanger him by abuse or neglect)

Child Abuse is defined as:

A Child who has had

* Non-accidental physical injuries inflicted upon him
* Injuries which are at variance with the history given of them
* Is in a condition, which is the result of maltreatment, such as, but not limited to, malnutrition, sexual exploitation, and deprivation of necessities, emotional maltreatment, or cruel punishment

Child neglect is defined as:

A child who has been:

* Abandoned
* Denied proper care and attention physically, educationally, emotionally, or morally
* Allowed to live under circumstances, conditions, or associations injurious to his well being (CT statutes 46b- 120)
1. Staff Responsibilities:

As childcare providers, we are mandated by law to report **any suspicion** that a child is being abused, neglected or at risk.

1. Specifics on reporting a suspected case of abuse or neglect
	* Call the Department of Children and Families (open 24 hours a day) at 1-800-842-2288
	* The reporter’s name is required, but may be kept confidential

Information needed:

* + - Name of child/ DOB
		- Address of child
		- Phone number of child
		- Name of parents or guardians
		- Address of parents or guardians
		- Phone number of parents or guardians
		- Relevant information such as: physical or behavioral indicators, nature of extend of injury, maltreatment, or neglect
		- Exact description of what the reporter has observed
		- Time and date of incident
		- Information about previous injuries if any
		- Circumstances under which reporter learned of abuse
		- Name of any person suspected of causing injury
		- Any information reporter believes would be helpful
		- Any action taken to help or treat the child
		- Seek medical attention for the child- if needed

Mandated reporters must report orally to DCF or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected. Within 48 hours of making the report, the mandated reporter must submit a written report (DCF – 136) to DCF.

Staff are protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT General Statutes, Section 17a- 101e).

All phone calls to DCF shall be documented and kept on file at the program. A copy of all statements from staff and the DCF- 136 shall also be kept on file.

1. The management of the PREP program supports a zero tolerance for abuse and neglect and will implement immediate action should there be an allegation that a staff member abused or neglected a child.

The administration will protect the child, including immediate notification of a parent or guardian, once there is an allegation of abuse or neglect of a child in our program.

Any staff member accused of abuse or neglect may be immediately removed from his or her position until DCF’s investigation is complete. Based on whether the allegations were substantiated or not, the employee would be either dismissed from his/her position or allowed to return to work.

1. Staff will be required to complete the State of Connecticut Mandated Reporter Training yearly
2. Provisions for informing families of abuse and neglect policy:

A copy of this policy will be included in our parent information packet, and each family will receive a copy upon enrollment.

When an accusation of abuse or neglect by a staff member is made, the Supervisor must immediately inform the parents or guardians that a report has been made to DCF. Health care officials may need to speak to the parents to access the cause of the child’s injuries and offer support and guidance.

**Safety and Respect of children and staff is our utmost priority.**

This is a Before and After School Program. It is our policy not to discourage participation due to any disability whether it be social, emotional, or physical. We will attempt to work with you and your child in order to provide you with a positive recreation program. However, we will not sacrifice the quality of the program due to severe behavioral needs which we are not able to deal with effectively and situations that we are not made aware of. We ask that you be honest and up front with us about your child’s needs so we may be of assistance. Please keep us informed of any problems your child may be experiencing at home or at the PREP Program.

**TRANSPORTATION**

***Transportation is not provided to or from the PREP program.***

**BREAKFAST/ SNACK**

Breakfast is not provided for AM care however you may send your child to the program with breakfast. Healthy snacks are provided to those enrolled in PM care.

**HEALTH & SAFETY**

For the health of all our participants, you are required to notify the Recreation Supervisor of all communicable diseases your child may have contracted (i.e. chicken pox, head lice, pink eye, etc.) Specific information will be kept confidential; however we must notify all participants of the situation.

**MEDICATION**

An Authorization for the Administration of Medicines by Child Day Care Personnel form is required to administer medication to your child. No medication will be dispensed or allowed at the program without this form; this includes inhalers, epi pens, bee sting kits, and over the counter medications. Medications are administered by a certified staff member.

**ILLNESS OR INJURY**

Parents will be asked to pick their child up in the event of a temperature of 100 degrees or higher, diarrhea, vomiting, serious cough, or signs of head lice, chicken pox, rashes, etc. The Recreation Supervisor has the final say as to the health and safety of all children enrolled at our sites. In the event of a serious injury, 911 will be called, first aid will be administered, and parents will be notified immediately. We will not transport any child in a personal vehicle and will call an ambulance in the event of an emergency.

**REFUND POLICY**

Refunds are issued only in the following circumstances-

If a program is cancelled by the Parks & Recreation Department.

On request for a medical reason with written notification from a doctor.

There are no refunds once a class has begun.

All program cancellations and changes are subject to a $15.00 fee.

There is a $20.00 fee for returned checks.

**QUESTIONS OR CONCERNS PLEASE CONTACT-**

Erica Santos, Recreation Supervisor- esantos@hebronct.com

Hebron Parks and Recreation Office- 860-530-1281

**PREP Before and After School Program**

**Gilead Hill School**

**PREP Classrooms**

580 Gilead St.

860-530-1281

Pick up and drop off is located at the rear of the school.

The PREP door is labeled; there is a doorbell for buzzed in entry.