

The Sterling Recreation Authority, After School Activities program (ASA) will open every Monday thru Friday from 3:00 p.m. to 6:00 p.m. We will meet at the Recreation Area at the Sterling Municipal Building, 1183 Plainfield Pike, Oneco, Ct. We will follow the Sterling Community School calendar. Registered children will be transported by Sterling school bus to the Municipal building site

We accept children from grades kindergarten to 5<sup>th</sup> grade for after school activities. All children attending Sterling Community School are eligible.

Registration must be in person at the Recreation Office. A non refundable registration fee of \$15.00 per family is required at the time of registration.

A weekly fee of \$45.00 per child will be required by Monday of each current week. This can be paid at pick-up time for your child every Monday. A family of three or more children living in the same household will be charged \$100.00 per week. PLEASE MAKE CHECKS OUT TO THE “**Town of Sterling**”. A payment schedule form will accompany all payments made for your child’s inclusion in our program. (See form 1-A schedule and payment)

As previously stated the ASA program will follow the Sterling Community School calendar (included). There will be no program on days of “No School” In case of snow days... there will be no program, children will report to the program on all half days except **weather related early dismissal; we will send the children home on their regular bus runs from SCS as the recreation center will not be open.** (You will not owe a payment for any **make up snow days** at the end of the school year.)

We are looking to build a group email for notifications to parents that might occur during the program year. Please let us know if you want to be included in this group. We will also announce on **WFSB channel 3 (Sterling Recreation) any program closures.**

As the Sterling Municipal Building is a designated emergency shelter we would **not** be open to receive children should the shelter be opened for emergency shelter. Notification will go out to parents!

### **PICK UP TIMES**

All children **MUST** be picked up by/no later than 6:00 p.m. We ask that each child/family have at least three alternative contacts in case of any emergencies that may prevent child /family from being picked up on time. Please be sure to choose a contact that will be available during program hours. And that we have the correct contact information. Children who are not picked up on time will be charged a \$10.00 fee for every ten minutes the child/family stay late. Any child remaining after 6:30 and a contact cannot be reached, may be reported to the State of Connecticut Police and The State of Connecticut Children and Families.

### **Things Parents/Guardians should know:**

Your child will be brought to the Sterling Municipal Building site by Town of Sterling school buses. They are expected to arrive at this site at approximately 3:00 p.m. The site director and counselors will receive the ASA children (After School Activities). We plan a 1:10 ratio for this program.

Upon delivery to this site each child will be given the choice of going to Room 9 for snack and homework or snack and quiet activity. We will provide healthy snacks, such as crackers or fruit. Drinks will be water or a juice box. If your child has allergy diets please send in the

snacks they are able to eat. If your child is here on a half day school schedule please send in a lunch for them as we will only provide snack at 3:00 p.m.

If your child is absent from school, they will not be accepted to the program at 3:00 p.m. that day. Please call our office at 860-564-2136 and leave a message regarding your child's absence from school, we will then note to mark them absent from our program.

We will be doing a variety of activities. If you do not want your child to play in their school clothes please send them with a change of clothes and they will be allowed to change for these activities.

Please make sure we are updated on any changes that may occur regarding your child's emergency contact numbers. If you need to reach us please call 860-564-2136 or 860-336-7766.

*Please feel free to call the office at any time for questions regarding any issues you may have regarding your child's attendance to this program.* The Sterling Recreation Authority feels communication is the best avenue of support for all. (860-564-2136).

Upon arrival for pick up of your child there will be a sign directing you to the "sign out" area. Please go to that area first, before you get your child.

Notices of information regarding this program may be given upon sign out of your children. Please be aware of these notices, as they will be the only notice you get regarding what may be planned for upcoming events.

Typical Schedule format:

Upon arrival at the gym; attendance will be taken and the children will be given the opportunity for homework time where there will be a counselor on site to guide the children in their homework

assignments. There also may be gym activities set for arrival time; the children may be encouraged to participate in. Homework time would be after the gym activity in this case.

If a child is having particular problems with their assignments we will help guide them where we are able (unless you direct you want your child to do their homework with you at home). There will be an area on the registration form regarding this information to our counselors. Please understand our staff does not have teaching credentials. They can guide and help. They cannot teach.

As we are a recreation program we feel activity is as needed as school work. Please be aware we will be doing activities such as ball games, running, jumping and just playing. On weather days we may do some quiet activities for the indoor area.

We at the Recreation Authority will have rules to be followed. We will be discussing those rules with all the children the first days they come in. As with all children some days are better than others. We will encourage positive behaviors. But will address behaviors that are in need of attention.

The following rules will be discussed with the children:

All children are expected to treat each other and the counselors with respect, kindness and consideration.

If a child is found to be in violation of these actions we will take the child aside, discuss their actions as well as encourage them in a positive manner going forward with different actions and ideas. An unkind action will be addressed with a request for an apology. It is our goal to make the ASA program a positive experience for all children.

When a child is disruptive to the point they may need a break we will remove them from the activity for no longer than 10 minutes at a time to allow the child to reorganize their thoughts and feelings. There will be a follow up verbal report to the parent/guardian.

\* If your child brings items such as phones or games we will not be responsible for them. They need to stay home or in your child's backpack.

\* We expect everyone to be respectful of each other and use recreational items in a responsible manner.

**Termination Policy-** including but not limited to:

\*There will be a no tolerance policy for physical violence directed at others; either child or counselor. A phone call to the parent/guardian will result in dismissal from this program

\*Verbal Threats will be dealt with immediately with a phone call to the parent/guardian and may result in dismissal from the program.

\* Willful destruction of town property will result in dismissal from this program.

\* Inability to consistently follow rules will result in a phone call to the parent/guardian and may result in dismissal from program.

**THIS IS AN ALCOHOL AND SMOKE FREE FACILITY.** No smoking, drugs, alcohol or firearms are allowed on this property. If a person is suspected to be under the influence of a substance stated above, the next person on the call list will be called to pick up the child. Under no circumstance will a child be allowed to leave with an adult, suspected of being under the influence. The State Police also may be called.

Parent and guardians will be asked to show identification upon arrival for pickup, until recognition of the parent (s) has been established. Anyone else picking up your child/children will be required to show identification each time they pick your

child/children up. Notation will be made on their records of pick up other than parent.

If you plan to have someone pick your child/children up please notify us by note the day of pickup. If an emergency change needs to be made regarding pick up; please call the recreation office and leave a message. We will call you back to verify the information.

We may at times show a movie for a quiet time activity. We will only show "G" or "PG" rated movies.

**Withdrawal policy:** We at Sterling Recreation understand there can be changes which would make the continued attendance to A.S.A. no longer needed. We would ask that a written notice be given at least one week before the child/family is to be withdrawn.

