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

During this unprecedented time, we will be following the Sterling Community School schedule. Meaning, if (SCS) goes to hybrid model or closes we also will follow in that direction as well.

We accept children from grades Afternoon Pre-School to 5th grade for after school activities. All children living within Sterling or attending Sterling Community School are eligible.

 Registration must be in person at the Recreation Office. A nonrefundable 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.**

In the case of Sterling Community School going hybrid we will charge $12.00 per day per student for each day they attend.

If (SCS) goes virtual After School Activities (ASA) will close.

As previously stated, the ASA program will follow the Sterling Community School calendar. There will be no program on days of “No School.”

 In case of weather affected cancelations… there will be no program.

On half days, children will report to the program. On **early dismissal days; 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. Notifications 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.

**PICK UP PROTOCOL**

Since we are in the time frame of COVID-19 we are taking extra precautions that involve extra protection and distance. We are asking parents to pick up the children at the gym doors from the outside. In order to protect yourself and others we kindly ask that you wear a mask at the time of pick up. We also ask that you bring your own pen to sign out your child. (We will have pens for use but, would like to keep this to a minimum).

 **High Risk Individuals:** We would like to protect you as much as possible, so we ask that at the time of pick up you call the recreation department; tell us the child/children’s names and a staff member will bring the child out to you. Please have an ID in hand to verify that you are eligible to pick up the child. As stated above it would be appreciated if you were able to provide your own pen to ensure the spread of germs is kept to a minimum.

**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. (See page 7. for particulars regarding COVID-19 procedures.)

 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).

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 (See page 7. for particulars regarding COVID-19 procedures.)

 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 schoolwork. 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. DISTANCING WILL BE PRACTICED

 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 need 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 a phone 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.

In accordance with Connecticut General Statue 19-a77, this serves as notification that the After-School Activities Program is not licensed by the State of Connecticut Office of Early childhood.

**After School Activities**

**PROGRAM PROTOCOL**

* **IF YOUR CHILD IS ILL PLEASE, DO NOT SEND THEM TO AFTER SCHOOL ACTIVITIES.**
* Children will be bussed from Sterling Community School to the recreation building.
* WITH MASKS ON they will enter through the gym doors ONLY
* They will be REQUIRED to wash hands upon arrival.
* Once their hands are washed, they will start snack
* Snack time will be enjoyed outside (weather permitted)
* On weather days we will be inside keeping distancing in mind
* DISTANCING WILL BE REQUIRED AT ALL TIMES
* Homework time will be available (with masks on counselor as well as child. Any writing implements will be exclusive to particular child.
* All activities will be developed with distancing precautions.
* We will give the children “mask rests” while they are outside.
* Each child will have their own set of materials for their exclusive use.
* We ask parents to please pick up their children outside the main gym doors portico.
* Please DO NOT USE the library doors.
* Pick up procedure is described on page 2 of this packet.

We ask you to please honor this directive as this is one step in keeping everyone safe.

Please initial that you have read this page \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_