



September 10, 2020

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Dear Parents and Guardians,

Welcome back!! On behalf of the staff at the Branford Parks & Recreation Department's Afternoon Adventures program, I am happy to welcome you to the 2020-21 school year. While we are excited to see so many returning familiar faces, we would like to extend a warm and friendly "Welcome" to our new Afternoon Adventurers as well. All of us are looking forward to a safe, fun and productive partnership with you to ensure your children a relaxed after-school environment. As partners, we share the responsibility for your children's success and we want you to know that we will do our very best to carry out our responsibilities.

Just a quick point of information, the program this year will look very different as we navigate through these unprecedented times due to COVID-19. Understand that your child's safety is our top priority. We ask that you please read the handbook paying close attention to the procedures that are in place to ensure the safety of your children and our staff. If you should have any questions or concerns, please contact us. We will be following the Branford School Districts Hybrid model. If your child/children is not coming to our program on a scheduled day, please call the office, 203-488-8304 by 2:00 pm on that day or before. If we do not receive a call, we have to call many places trying locate your child and it tends to become a bit stressful for our staff. As a reminder Afternoon Adventures will NOT take place on the following days: November 2nd, 3rd, November 11th, and November 25th & Dec. 23rd. On these days you will need to find alternative measures for your child/ren to be transported home when school is dismissed.

Enclosed is the Afternoon Adventures handbook, school calendar, waiver releases, and program agreement form. Please review these rules and regulations with your child/ren. If you have any questions, please do not hesitate to contact me to discuss them. It is very important that you and your child are fully informed regarding the rules and regulations of the program for a safe and productive Afternoon Adventures year.

46 CHURCH STREET ★ BRANFORD, CT ★ 06405

OFFICE: 203.488.8304 FAX: 203.315.4017

EMAIL: recreation@branford-ct.gov www.branfordrecreation.org

During these unique and challenging times, supporting each other and our staff has been the primary focus. We have eagerly waited for the return of your children to our program. We ask for your patience and understanding as we re-open our doors to our families. Wishing you all a great first day of school. See you next week.

Sincerely,

Victor Amatori, Jr. Program Supervisor

When your child arrives at Afternoon Adventures, they will be greeted by our staff. Children will wear their masks at all times and will receive mask breaks. Staff will sign them in, put belongings in their assigned space and then have them wash their hands. Staff will be required to wear masks at all times. We will have extra masks in the event that one gets lost or damaged.

Meet our Afternoon Adventures Staff:

Nicole Carrano

Ainsely Betzig

Bridget Cunningham

Jaedon Daniels

Foley Riggs



Branford Afternoon Adventures Program Agreement School Year 2020-2021

Name of Child: _____

Deposit: \$100.00 Due by June 15th ~~(Refundable if cancel on or before August 1st)~~

1st month payment Amount: \$25.00 due on or before August 1st.

Program Fee Amount: \$1,175.00 (10 Payments of 125.00) **Payment Due:** 15th of each month. Please refer to monthly statement for payments and credits.

Services: Child/Children will participate in supervised, structured Afterschool programming provided by Branford Parks and Recreation Department

Program Start Time: 3:30pm

Program End Time: 5:30pm

I, _____ **the Parent/Guardian; (please check all boxes to acknowledge that you have read each line)**

- ☐ Received the Afternoon Adventures Parent/Child Handbook
- ☐ Received the COVID-19 regulations for my child to attend.
- ☐ Agree to update the emergency contact/parental consent form information whenever changes occur to the office immediately.

LATE PICK-UP FEES

- ☐ I understand and agree to pay the late pick-up fee if I am late in picking up my child: \$10.00 for the first 15 minutes or any portion thereof upon conclusion of the program
- ☐ Repeated late pick-ups may result in the following:
 - 1st late pick-up: Verbal Notification
 - 2nd late pick-up: Verbal Notification with fees charged
 - 3rd late pick-up: Written Notification with fees charged
 - 4th late pick-up: Written Notification with fees charged
 - 5th late pick-up: Dismissal from the program without refund

PAYMENT TERMS

- ☐ The fees for Afternoon Adventures will be due monthly (Sept 15th-May 15th)
- ☐ The monthly fee must be paid **on or before the 15th of the month.**
- ☐ Payments are **not** accepted by the Afternoon Adventures Staff. You can make payments at the office. Please call the office to make arrangements or to make a payment over the phone.
- ☐ A \$15.00 late fee will be charged after midnight on the 25th of each month if the monthly payment has not been made. Late fees will not be waived under any circumstances.
- ☐ Four (4) late monthly payments, consecutive or non-consecutive, will result in the termination of your child's registration in the program.

- ☐ Fees are not adjusted regardless of the number of days the program meets during the month and regardless of the number of days a child is absent from the program.
- ☐ By signing this Agreement, you acknowledge that you are responsible to ensure all payments are made.

FEES AND PENALTIES

- ☐ The Town of Branford charges a **\$20.00 return check** fee for all returned or insufficient check payments. The \$20.00 charged will be applied to your account and the insufficient funds will be debited. Returned checks must be replaced with valid payment immediately following notification. Receipt of a returned check may result in a "cash only" payment requirement.
- ☐ Accounts reversed as a result of a returned check shall be considered to be non-payment and subject to late fees.
- ☐ If fees are not paid any future attempts to participate in Recreation programs or events shall be denied until the returned check fee and any balance owed are paid in full.
- ☐ If account balance is not paid your child will be removed from the program.

PAYMENT OPTIONS

- ☐ ~~In-Person~~ – Payment by Credit Card, Cash, Check, Money Order or Cashier's Check to the Parks & Recreation Office during regular business hours. (Due to COVID-19 you may drop your payment into the mailbox located in the parking lot near the double door main entrance).
- ☐ You may call the office at 203-488-8304 Monday-Friday 8:00-4:30pm to make a payment over the phone.

PARTICIPATION IN ACTIVITIES

- ☐ I give permission for my child to go outside the facility/walk to the Hammer Field Playground. I give permission for my child to participate in all planned activities and play. **Parent/Guardian Signature:** _____

FIRST AID & SAFETY

- ☐ I give permission for my child to receive basic first aid as deemed necessary. I understand that should my child have an accident and need immediate emergency care, that by signing this form, I give permission to call for emergency medical assistance and provide emergency care to my child until the parent/guardian can be reached.
Parent/Guardian Signature: _____

PHOTO/VIDEO RELEASE FOR MINOR CHILDREN

Occasionally, photos or videos are taken of the children to be used for promotional material to commemorate their time at Afternoon Adventures.

- ☐ I hereby authorize Branford Parks and Recreation Department to publish photographs taken of me and/or the undersigned minor children, and our names, for use in Branford Recreation Departments printed publications and website in addition to our official Facebook, Instagram, Twitter, and other social media accounts.

Parent/Guardian: _____

ADDITIONAL INFORMATION

- ☐ Afternoon Adventures will be closed on the 1/2 day before the Thanksgiving and Christmas break, as well as, Town holidays. Including, **Veteran's Day (Nov. 11, 2020)**.

GENERAL ACKNOWLEDGEMENT & RELEASE

I, as parent/guardian of _____, I agree that I will abide by the rules, policies, and decisions of the Branford Parks and Recreation Department. I recognize the possibility of physical injury to my child associated with his or her participation in the Town of Branford's Afternoon Adventures Program. I waive all rights and release all claims that might be held against the Town of Branford, the Branford Parks & Recreation Department, its officials, representatives, agents, employees, and its hired or contracted instructors, their employees and agents, for any and all injuries or losses which may be suffered because of my participation of my child's or my children's participation in the above activities that are offered by the Town of Branford, in consideration of permission of the district to participate in the activity. The signer hereby certifies to the Town of Branford and the Parks & Recreation Department Staff that the participant is in good mental, physical, and health condition and is able to participate in said activities listed above. In addition, I have read the refund policy in the program handbook and agree to its terms and conditions. I acknowledge that I am the parent/legal guardian of and that I have legal authority to bind my child to the terms of this release and waiver.

Print Name of Parent or Legal Guardian: _____

Names and Ages of Minor Children:

Name: _____ Age: _____ Name: _____ Age: _____

Name: _____ Age: _____

Signature: _____ Date: _____

Please read carefully

RELEASE OF LIABILITY

In consideration of my/my child's being allowed to participate in the above activities ("Activities"), the undersigned acknowledges, represents, and agrees that:

- 1) There is a risk of injury involved in participating the Activities;
- 2) I knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of the Releases (as defined below) or other participants, and assume full responsibility for my/my child's participation;
- 3) I willingly agree to comply with the terms and conditions for participation in the Activities and represent that the participant is in good mental and physical condition and is able to participate in the Activities; and
- 4) I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, hereby RELEASE AND HOLD HARMLESS the Town of Branford and the Town of Branford Recreation Department, and their respective officers, officials, agents, and/or employees, ("Releases"), with respect to any and all injury, disability, death, or loss or damage to person or property arising out of my or my child's participation in the Activities, whether arising from the negligence of the Releases or otherwise, to the fullest extent permitted by law.

I HAVE READ THIS RELEASE OF LIABILITY AND THE REFUND POLICY, FULLY UNDERSTAND THE TERMS HEREOF, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Print Name of Parent or Legal Guardian: _____

Signature: _____ Date: _____

COVID-19 REQUIREMENTS FOR ATTENDING CLASSES

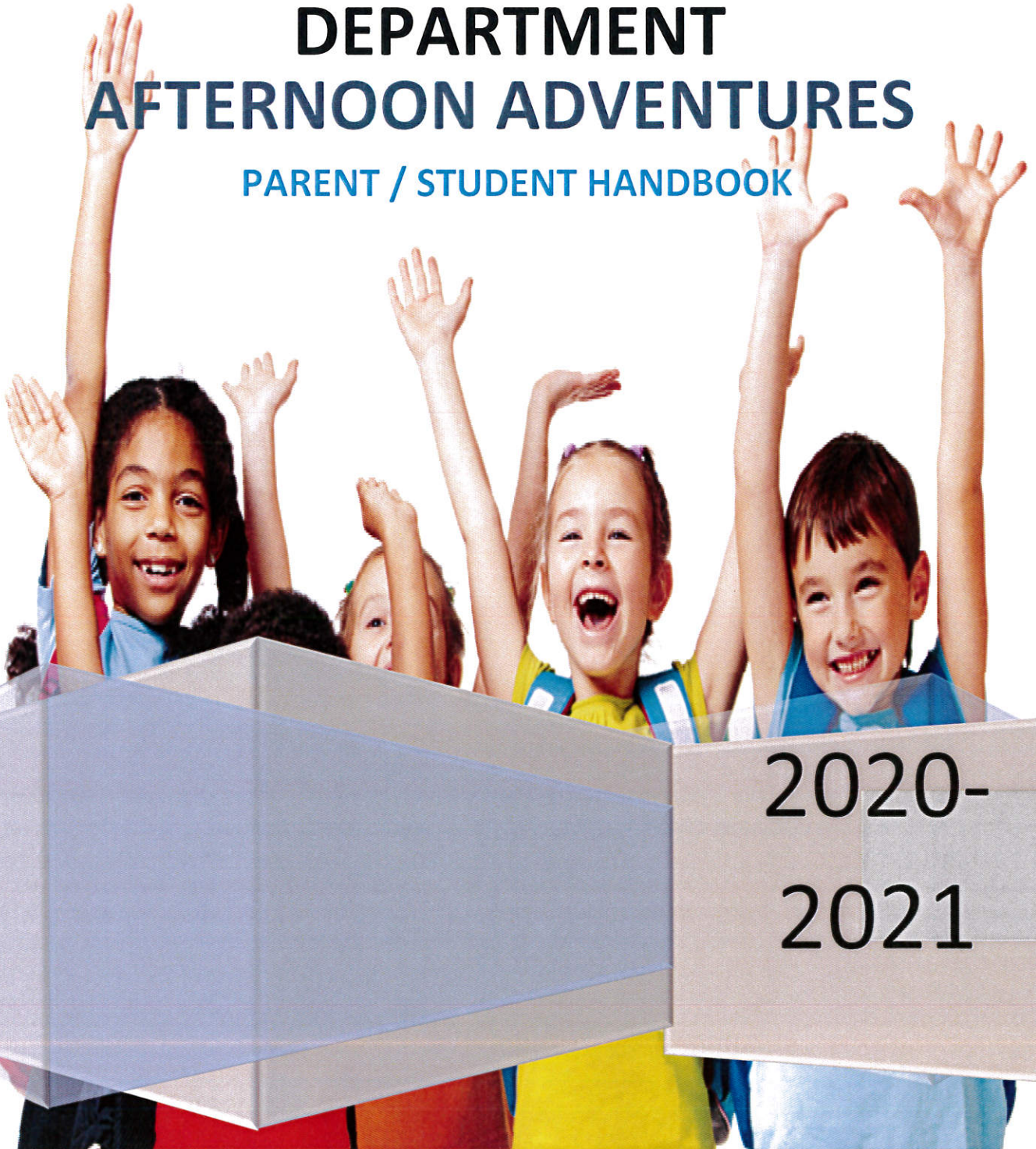
1. If you do not feel well, stay home!
2. If you have been in contact with someone who has tested positive for COVID-19 within the last 14 days or if you have traveled within the last 14 days to a state on the "State of Connecticut Advisory List", please do not attend. <https://portal.ct.gov/Coronavirus/Travel>
3. All participants will have their temperature taken and will wash their hands. Any participant with a temperature of 99.5 or higher will be sent home and advised to contact their medical provider.
4. Please wear a mask or face covering will be required at all times. Children will receive mask breaks
5. Only those registered may attend
6. Children will be assigned to a bathroom and stall.
7. Please be respectful of other participants.
8. We will follow CDC's guidance on personal hygiene.
9. Cover your cough or sneeze with a tissue or cough/sneeze into your sleeve.
10. All participants must adhere to social distancing requirements of 6 feet or more away from another participant.
11. The Parks and Recreation Dept. reserves the right to send any participant home for any reason.
12. If you test positive for COVID-19, you will need to test negative before being able to return back to the program and no earlier than 14 days after you first test positive. Negative test results will be required to be submitted to the Director of the Department.
13. If your child test positive, you must agree to cooperatively participate in any contact tracing program required by the Department of Health.
14. Questions related to these requirements may be directed to the Director or Assistant Director of Recreation.
15. The Parks and Recreation Department reserve the right to cancel a program at any time.



BRANFORD PARKS & RECREATION

DEPARTMENT AFTERNOON ADVENTURES

PARENT / STUDENT HANDBOOK



2020-
2021

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Branford Parks and Recreation Afternoon Adventures Program



Program Overview

The Branford Parks and Recreation Department's Afternoon Adventures program will take place at the Joe Trapasso Community House honoring the WWII Veteran's. The program runs from 3:30pm until dismissal at 5:30pm. The Afternoon Adventures program is open to grades Kindergarten through Fourth Grade. We provide care on scheduled half days.

The program utilizes designated areas of our building, including a specific area for sign out/dismissal, bathrooms, a classroom for daily activities, the playground at Hammer Field, and the gymnasium. During the year, we also work with independent artists and local businesses to add variety to our after school program. The children will have outside play (weather permitting) or time in the gym. Time will be allotted for snack and homework. The children will also enjoy crafts and structured activities.

Our outstanding staff is comprised of qualified school teachers, para-educators, and college students, with assistance from high school students.

Afternoon Adventures Program Mission Statement

The Branford Recreation Department's Afternoon Adventures Program ensures a safe, engaging, and nurturing environment for families in need of quality recreational child care after school. Our goal is to emphasize creating an environment that balances enrichment, physical activity, and free time in a non-stressful and enjoyable setting. The Afternoon Adventures Program maintains consistent and clear policies, procedures, and guidelines. Our staff welcomes and encourages open communication and parental input.



Contact Information

Please feel free to contact us at any time. We look forward to getting to know you and making the Afternoon Adventures Program a wonderful experience for you and your child.

- Alex Palluzzi, Jr. Director of Recreation apalluzzi@branford-ct.gov
- Dale Izzo Assistant Director dizzo@branford-ct.gov
- Victor Amatori, Jr. Program Supervisor vamatori@branford-ct.gov
- Andrea Kenney Program Coordinator akenney@branford-ct.gov
- Nicole Carrano Site Supervisors

Office Line: 203.488.8304

Office email: recreation@branford-ct.gov

Staffing

Staff included regular scheduled counselors, group leader and site supervisor. There will be 3-4 staff members present each day. All staff is certified in first aid and CPR. Staff members will be assigned to a specific cohort of children and they will stay with those children while in their care.

COVID-19 Regulations

Due to COVID-19 all we have made adjustments to our program. All child information forms and a COVID-19 waiver must be signed prior to your child being able to attend the Afternoon Adventures Program.

Groups: Students will be assigned to a group no greater than 10 students and there will be at least 2 staff members assigned to each group. Students have been placed in groups by families, school and or teachers. Each group will be assigned to one classroom. We will be outdoors as much as possible, weather permitting so please make sure that your child has appropriate clothing.

- ❖ Students will stay in their assigned group for all activities.

- ❖ No outside visitors will be allowed.
- ❖ Staff will ensure that groups do not overlap in the hallways
- ❖ Groups will be assigned stalls and sinks in shared bathrooms. Only children from the same group will be allowed in the bathroom at one time.
- ❖ Each group will have their own set of materials. Classrooms and materials will be wiped down as much as possible. There will be limited sharing of supplies amongst groups with proper cleaning in between uses.
- ❖ Staff will be required to wear masks or a face covering at all times.
- ❖ Participants will be required wear masks inside the building and will be able to take them off when outside when social distancing.
- ❖ Parks and Recreation Staff will work together to frequently clean and sanitize high touch areas and equipment. The playgrounds are not sanitized.

All participants and staff will practice hand hygiene; for example

- ❖ Arrival to the facility
- ❖ Before and after snack time
- ❖ Before and after administering first aid
- ❖ After helping participants with handwashing or activity
- ❖ After using the bathroom
- ❖ After coughing or sneezing
- ❖ After playing outdoors and using equipment

Participants will wash their hands of at least 20 seconds with soap and water. If soap and water are not immediately available, an alcohol based hand sanitizer will be used with staff supervision. If necessary staff will assist with children with handwashing. Signage describing handwashing steps will be placed near sinks.

In general staff will refrain from handing participants belongings. If they need to handle children's items, they will wear disposable gloves.

Staff will remind participants to cough or sneeze into a tissue or their elbow, then throw out the tissues in the trash and wash their hands.

Diagnosis/Exposure/Travel of COVID-19

If you child is exhibiting symptoms or diagnosed with COVID-19 or has been in contact with anyone who is exhibiting symptoms or who has COVID-19 you must contact us immediately so that we may consult the East Shore Health Department.

If you have traveled to a state on the State of Connecticut Travel Advisory List within the last 14 days you must notify the office and your child will not be able to attend the program until they have self-quarantined for at least 14 days.

In the event that the East Shore Health Department required that the group be quarantined, all participants/staff assigned to the group will be required to self-quarantine for 14 days. If all protocols stated herein are followed, confirmed by the Parks and Recreation Staff and the East Shore Health Department, the remaining groups will be permitted to continue normal program activities. All parents will be notified.

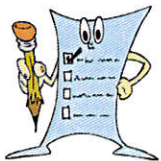
Program Dates/Daily Schedule



The Afternoon Adventures Program begins September 14, 2020 and runs through to the last day of school, (tentatively) June 09, 2021. On regular school days, the Afternoon Adventures Program operates from afternoon school dismissal until 5:30pm. Unless there are unforeseen circumstances, Afternoon Adventures will be open on all $\frac{1}{2}$ days of school. Afternoon Adventures will be **closed** on the $\frac{1}{2}$ day before Thanksgiving (**Nov. 25**) as well as, Town holidays. Including, Veteran's Day (**Nov. 11, 2020**). The Program will **NOT** operate when the schools are closed for snow or an early dismissal due to inclement weather. Whenever there is an early dismissal, children who normally attend Afternoon Adventures will be sent home on the bus or you will have to make arrangements to pick your child up at their school's dismissal times. They will not be transported to the Joe Trapasso Community House, Parks and Recreation.

Afternoon Adventures Daily Schedule

(Subject to Change)



3:30-3:45

Arrival

- Staff members will take temperatures and attendance
- Snack Time

3:45-4:30

Outdoor Play Time (weather permitting)

- Staff will determine the outdoor site which may include Sliney playground or Hammer Field
- Joe Trapasso Gymnasium will also be used for free time.
- Board games, arts projects, etc.

4:30-5:15

Homework and Quiet Time

- Children will be given the opportunity to complete homework assignments or they may bring a book to read for quiet reading time if they choose.
- Staff members will be present to assist children with questions they may have about their homework.

5:15-5:30

Dismissal

- Parents must sign-out their child

Fees and Payment Options



Monthly Fee Policy

The Branford Parks and Recreation Department's Afternoon Adventures yearly fee is **\$1,250.00**. This fee is spread out into 10 installments of **\$125.00 billed monthly** from September to May. By signing up for this year long program, you are held bound to the 10 installment monthly payment obligation. **The lone exceptions to this policy are for a medical reason or relocation of residency.** (You will have to provide documentation for these situations).

The Branford Parks and Recreation Department understands that some children may come from split homes and that some parents do share the cost of after-school care. The Parks and Recreation Department does not split costs for parents. We leave the responsibility of dividing costs between the parents. The cost of the program needs to be paid in full each month. Please make all financial arrangements necessary before payment day.

- The fees for Afternoon Adventures will be due monthly (August 1st-May 1st)
- The monthly fee must be paid **on or before the 10th of the month.**
- Payments will **not** be accepted by the site supervisors you must call or visit the office to make a payment during office hours.
- A \$15.00 late fee will be charged after midnight on the 10th of each month if the monthly payment has not been made. Late fees will not be waived under any circumstances.
- Four (4) late monthly payments, consecutive or non-consecutive, will result in the termination of your child's registration in the program.
- The Town of Branford charges \$20.00 for all returned checks. Returned checks must be replaced with valid payment immediately following notification. Receipt of a returned check may result in a "cash only" payment requirement.
- Established fees will not be adjusted regardless of the number of days the program meets during the month and regardless of the number of days a child is absent from the program.

Fees and Payment Options Cont.

Accepted Methods of Payment

- Mastercard and Visa credit cards used on our website (www.branford-ct.gov), over the phone, or drop box located at the rear entrance. Personal checks through postage mail or presented in person at the Recreation Office. These payments must be received by the 15th of each month or the last business day before the 25th of the month and by 4:30 pm in order to be processed by our office to avoid a late fee. If payment is not made by the 25th of the month you will incur a \$15.00 late fee.

Cancellation from Program and Refund Policy

- Fees will remain the same regardless of the number of days the program meets during the month and regardless of the number of days a child is absent from the program.
- If you wish to withdraw your child from the program a Withdrawal Form must be completed and turned into the Recreation Office two weeks prior to the last day. Failure to complete and return the form will result in fees

continuing to accrue; parents/guardians will be responsible for the remaining balance.

Registration Information



- For registration of all new students, parents must complete an application form.
- You are able to register your child over the phone or in person.
- Registration forms can be downloaded at www.branford-ct.gov, picked up at the Recreation Office or you may call to have forms emailed or mailed to you.
- It is imperative that all forms be submitted with **complete and accurate** information and the 1st payment is made by the start of the Afternoon Adventures Program.

Before a child may attend, parents/guardians must provide the following information:

- Completed registration form
- Completed medical form
- Copy of custody papers or signed court documents if a birth parent is restricted from picking up your child from the program (if applicable)
- Signed Afternoon Adventures Program Agreement form
- Signed Rules and Consequences Form
- Signed COVID-19 regulations



Transportation

Children from Mary T. Murphy and Mary R. Tisko Schools will be transported to the Joe Trapasso Community House by First Student Transportation. Every effort will be made to minimize the amount of time children spend traveling between schools. Parents must give written permission to the school principal, office personnel, and homeroom teacher prior to the start of the program. Staff will inform you of the bus number your child is assigned to.

Check-in, Pick-up & Absences

Sliney School: Children attending Sliney School will be dismissed over the school intercom and will meet in the main office hallway or another designated area assigned by school personnel. Parks and Recreation Staff will greet them and escort them to the Joe Trapasso Community House Afternoon Adventures Room.

Mary T. Murphy and Mary R. Tisko Schools: Children coming from Murphy and Tisko Elementary Schools will follow their school's normal dismissal procedure and will be placed on the appropriate bus/van by school staff to be transported to the Joe Trapasso Community House. Parks and Recreation staff will meet the bus/van at the sidewalk to greet them and escort them into the building.

Check-in Procedure

NOTE: Staff take children's temperatures as they arrive at our facility. They will be taken with a non-contact thermometer, which will be cleaned with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each child. Once your child is cleared they will be walked to their assigned room to be signed in with staff members assigned to their group. If your child has a temperature or any signs of runny nose, coughing, or chills they will put into a designated isolation room and parents will be contacted to pick up their child. They will need a written doctor's note to obtain clearance to return back to the program.

When a child is scheduled to attend the Afternoon Adventures Program and we have not received an absence call from the child's parents, we will institute the following:

An unexpected absence will initiate the following actions:

- The child's school will be contacted to see if the child was absent or dismissed early from school.
- The child's home will be called. A message will be left if no one is home.
- The child's parent's cell phone will be called. A message will be left if no one is available.

Check-in Procedure Cont.

- We will contact the emergency contact.
- A call will be made to the Bus Company.

If a child is dismissed early from school for any reason, please be sure to notify the Parks and Recreation Office.

Pick-up Procedure

Your cooperation during pick-up time is needed to ensure that you and your child are safe. **NEW:** Parents must wear a mask at all times when picking up children. Parents will pick up their child at the entrance located at the back of the building in the main parking lot. The following procedures will be in place.

1. Please ring the doorbell that is located to the right of the double doors.
2. A staff member will ask you the name of your child.
3. Please have your identification with you to show staff. Only those listed on your medical health form will be allowed to pick up your child.
5. Please sign the sign out sheet.

Children will not be able to leave Afternoon Adventures unattended.

Children will not be released to anyone other than a parent, guardian, or those individuals listed on the child's emergency contact form unless the child's parent notifies the Afternoon Adventures Program Staff prior to pick-up time. It is the parents responsibility to inform those whom are allowed to pick up your children, the policy and procedures. If a staff member is unfamiliar with any person picking up a child, the staff member will ask to see photo identification before the child is released. If you wish to add an additional individual to your pick up list you must put it in writing and submit it to the Parks and Recreation Office. If someone comes to pick up your child whose name is not on the list we will not release your child without prior authorization in writing. We will not release children to any adult without an ID. Children are to be picked up no later than 5:30PM

We understand there are times when emergencies arise and you may not be able to pick up your child in a timely manner. If you know that you will be late for dismissal, you must call the Program Supervisor at (203) 488-8304.

Late Pick-up Fees

Children are to be picked up no later than 5:30PM. While it is understandable that there might be occasional delays due to business emergencies, or transportation difficulties, it is imperative that you make arrangements to be on time to avoid late fees.

- There will be a \$10.00 late fee for every 15 minutes or part of 15 minutes you are late picking up your child.

Repeated late pick-ups may result in the following:

- 1st late pick-up: Verbal Notification
- 2nd late pick-up: Verbal Notification with fees charged
- 3rd late pick-up: Written Notification with fees charged
- 4th late pick-up: Written Notification with fees charged
- 5th late pick-up: Dismissal from the program without refund

Absences

The safety of your child is our number one priority. If you know that your child will not be attending the Afternoon Adventures Program as scheduled, it is **IMPERATIVE** that you call the Parks and Recreation Department prior to 2 p.m. at **(203) 488-8304** or email **recreation@branford-ct.gov** to report your child's absence for that day. To avoid miscommunication, please make sure to call the Parks and Recreation Department whenever an absence is communicated to a child's school. The Afternoon Adventures Program relies solely on calls and emails for absence information.



Weather or Emergency Policy

If schools are closed or have an early dismissal there will be **NO** Afternoon Adventures for that day. This applies to bad weather days or certain emergencies. Each family is encouraged to have an alternative plan of action for these types of cases. If you are unsure if the program has been cancelled, you may call our office at 203-488-8304. The program can be closed at the discretion of the Parks and Recreation Department after the children have arrived at the program if the weather becomes inclement or any other emergency occurs. Parents will be contacted if such a situation arises.

Discipline Policy

The Branford Parks and Recreation Department approaches discipline in a serious, yet positive manner. Desirable behavior will be rewarded with positive reinforcement. If the child exhibits inappropriate or negative behavior, the staff shall talk to the child and enlist him/her in solving the immediate problem. The following discipline procedure will be discussed with the children at the start of the Afternoon Adventures Program.

Our Afternoon Adventures Program is designed to provide a supervised recreational program. Each child is expected to behave in a fashion suitable to the program. Cursing, fighting, bullying, stealing, bringing a weapon, disrespecting the staff, abuse of equipment or facilities and disruptive behaviors will **NOT** be tolerated at the after school program. **NO SMOKING** will be allowed. Any problems of this nature will result in suspension or termination from the program with no refunds. All program equipment is the property of the Branford Recreation Department. Malicious mishandling or abuse of equipment, etc. will require the parent/guardian to replace or repair any damages. This also applies to any buildings or facilities. Any child found to be non-compliant to these rules will be suspended and parents will be notified.

Participant Code of Conduct

We have developed a code of conduct to make sure that everyone has a positive afternoon experience. This means that all participants, parents/ guardians, and staff, shall respect the individual rights, safety and property of others.

Parents: Please review these rules with your child:

I will:

- Respect the differences of others and make an effort to include everyone.
- Refrain from behaviors that may hurt another participant or staff member's feelings.
- Be mindful of the staff and respect their requests and follow their directions.
- Pick up after myself and throw away all trash.
- Respect other people's property.
- Let staff know if I am or I am not having a good time.
- Respect the staff, and the property of the Branford Parks and Recreation.
- Have fun in ways that are safe to others and myself.
- Have a positive attitude.

I will not:

- Fight with other participants with my hands or my words.
- Bring candy or soda.
- Share food with another participant.
- Go anywhere without permission and accompaniment by staff.
- Use derogatory terms or offensive language when talking to or about others.
- Tease or bully others.
- Bring inappropriate items (includes electronics, weapons, drugs, etc).

If I choose not to follow the code of conduct:

First Time: I will be given a verbal warning explaining the problem and the expected behavior.

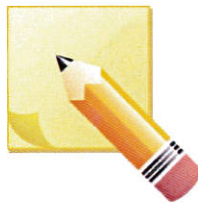
Second Time: I will be removed from the activity and my parent will be notified. The Program Supervisor, Site Director or their designee may call home to discuss the behavior plan.

Third Time: The Program Supervisor or Site Director will notified my parents and they will pick me up.

Parent Conduct Expectations

We have expectations of the behavior/conduct of parents/guardians when entering the program and site of Afternoon Adventures, which are, but not limited to:

- Address the staff and participants respectfully and courteously.
- Not using profanity or obscene gestures.
- No bullying of other participants or staff.
- Parents are not permitted to address or reprimand another participant while in our program.
- Smoking and use of alcoholic beverages are not permitted on school grounds or the Branford Parks and Recreation Department locations and all town parks.
- Dangerous weapons, such as guns and knives are not permitted on school grounds or the Branford Parks and Recreation Department locations and all town parks.



Additional Information

Homework Policy

We will provide time for children to complete their homework. We are available to offer help but will not complete homework for the child. You are responsible for reviewing your child's homework.



Snack Policy

Afternoon Adventures will provide a **small pre-package nut free** snack and a small bottle of water for your child. You may pack an additional snack for your child. Please label it with your child's name. Children will have snack upon arrival at the program. Children are not allowed to share snacks. We do not allow candy, gum, or soda. Please make sure all snacks from home are nut free. **We have a strict NUT FREE policy as some children are highly allergic.**

Dress Code Policy

We ask that children be prepared and dressed in practical attire for a recreational program. Sneakers/tennis shoes are required daily for program safety purposes. Weather permitting the children will be going outdoors for free time. Please pack appropriate clothes for weather. We ask that you label your belongings. Children should bring home all belongings each day.

Personal Belongings

Upon arrival to the program, each child is required to put his/her own belongings, such as coats, book bags, snack, and lunch boxes in the area designated by the staff. The Branford Parks and Recreation Department is **NOT** responsible for lost or damaged personal items. We ask that the children do not bring toys, electronic devices, or games from home. The staff will not be responsible for holding or keeping children's valuables during the program. All items must be taken home upon dismissal. No cellphones will be allowed to be used by students while under the supervision of the Afternoon Adventures staff.

Photo/Video Release

Occasionally, photos or videos are taken of the children to be used for promotional material to commemorate their time at Afternoon Adventures.



First Aid and Injuries

Members of the staff are trained in first aid procedures and CPR/AED procedures. Routine or minor injuries, such as scrapes, minor cuts, scratches, or bruises, will be handled by staff at the site. In the case of a more serious injury, emergency services will be called and the parents/guardians will be contacted. An accident report will be completed by the staff whenever a child is injured.

Forms:

- Participant Medical Information Form
- Parent Agreement
- Photo Release
- Sample Letter to School for permission to attend Afternoon Adventures
- Signature Page of Handbook
- COVID-19 Regulations and Waiver

This policy and procedures manual is subject to change depending on the State of Connecticut, Department of Health, East Shore Health Department, Town of Branford and the Parks and Recreation Department guidelines.

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I have received the parent / child handbook for the Branford Parks and Recreation Department Afternoon Adventures Program. I will abide by all the policies and procedures set forth by the staff of the Branford Parks and Recreation Department. I acknowledge that I have read this manual and the code of conduct to my child who will be attending the Afternoon Adventures Program for the school year 2020-2021.

Parent Signature: _____

Print Parent Name: _____

Child/Children's Name: _____

Date: _____

I have received and adhere to the COVID-19 regulations in place for my child to attend the Afternoon Adventures Program:

Parent Signature: _____

Print Parent Name: _____

Date: _____

SAMPLE LETTER TO SEND TO SCHOOL STAFF AND TEACHER

Principals Name
School Name
School Address
Branford, CT. 06405

Dear Principal Name:

This is to inform you that my child, _____ will be attending the Branford Parks & Recreation Department's Afternoon Adventures Program starting on September _____. My child will be attending on the following days, _____ and if they are not going to attend, I understand that I must let the school office staff and the Branford Parks & Recreation Department staffs know of my child's absence from the program. I understand that the program will not run on days that school is cancelled, not in session, early dismissals due to weather, the 1/2 day before the Thanksgiving and Christmas breaks, as well as Veteran's Day. I will make arrangements to pick my child up from school or they will take their assigned bus home on these days. Please contact me with any questions at _____.

Child's Homeroom Teacher: _____ Grade: _____

Sincerely Yours,

Parent Name

BRANFORD PUBLIC SCHOOLS

2020-2021 School Year Calendar

KEY ☐ Early Release Day ☒ No School for Students * Elementary Schools Early Release Day ** WIS Early Release Day

3 Independence Day
Observance – District Closed

JULY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 Staff First Day
7 Labor Day – District Closed
10 Students First Day
23 PD- Early Release Day
TBD Elementary Schools Open House
TBD WIS Open House
TBD BHS Open House

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 Columbus Day – No School
28 PD – Early Release Day
TBD BHS Evening Parent Conferences
TBD Elementary Day & Evening Parent Conferences – Early Release Day

Number of Student Days 15/177++
Number of Certified Staff Days 21/185

Number of Student Days 36/177++
Number of Certified Staff Days 42/185

2 Teacher PD – No Students
3 Election Day Teacher P.D. – No Students
25 Early Release Day
26-27 Thanksgiving Recess
TBD WIS – Day & Evening Conferences – Early Release Day

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

9 PD – Early Release Day
23 Early Release Day
24-31 Winter Recess

Number of Student Days 53/177++
Number of Certified Staff Days 61/185

Number of Student Days 70/177++
Number of Certified Staff Days 78/185

1 New Years Day – No School
13 PD – Early Release Day
18 Martin Luther King, Jr. Day – No School

JANUARY '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 Presidents' Day – No School
16 February Recess
24 PD – Early Release Day
TBD Elementary Day & Evening Parent Conferences – Early Release Day
TBD WIS Evening Parent Conferences

Number of Student Days 89/177++
Number of Certified Staff Days 97/185

Number of Student Days 107/177++
Number of Certified Staff Days 115/185

17 PD – Early Release Day
TBD WIS Day & Evening Parent Conferences – Early Release Day
TBD BHS Evening Parent Conferences

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 Good Friday – No School
12-16 Spring Recess
28 PD – Early Release Day

Number of Student Days 130/177++
Number of Certified Staff Days 138/185

Number of Student Days 146/177++
Number of Certified Staff Days 154/185

26 PD – Early Release Day
31 Memorial Day – No School

May '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE '21						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

15 Potential Last Day for Students & Certified Staff

Up to eight (8) weather or emergency days requiring the closing of schools will be added to June. Additional days will be taken from spring recess beginning April 12th.

Number of Student Days 166/177++
Number of Certified Staff Days 174/185

Number of Student Days 177/177++
Number of Certified Staff Days 185/185