



## **R.E.A.C.H. Program**

# **Before and After Care Family Handbook 2022-2023**

Welcome to the R.E.A.C.H. Program at CREC Museum Academy.

We provide high quality childcare to students in Pre-K to 5<sup>th</sup> Grade. Our program is designed to incorporate the school's museum theme in addition to foundational goals and activities provided during the program.

**R**ECREATION

**E**XHIBITS

**A**RT

**C**ARING COMMUNITY

**H**EALTHY LIFESTYLES



Dear Families,

This handbook is designed to give parents and guardians insight into our Before and After Care R.E.A.C.H. program. It includes detailed information about our program, policies and procedures. Please read this handbook carefully and keep it for easy reference during the school year.

Your child will enjoy various activities such as Drama Club, African Drumming, Gymnastics, Art, Science Club, as well as developing service learning projects that support the community and learn about living a healthy lifestyle.

The R.E.A.C.H Program is dedicated to providing your child with a positive environment and giving children the opportunity to experience fun and exciting enrichment activities.

Our goal is to provide a safe after school environment for students that inspires social confidence, promotes creativity and encourages the development of the whole child. We accomplish this through project based learning, diverse enrichment experiences, and relationship building opportunities. The program will offer a variety of activities including a time for snack and homework completion, art projects and various enrichment activities provided by external vendors.

The staff always welcomes suggestions and ideas that will help make your child's time in the Before and After Care program more beneficial and rewarding. We welcome you to share your thoughts and ideas with us at any time.

For more information, please feel free to contact me at [tmason@crec.org](mailto:tmason@crec.org) or 860-231-7800.

Best Regards,

Teresa Mason

## Expectations for Staff, Students, and Parents

The Before and After Care R.E.A.C.H. program follows ALL school and District policies and procedures, with some additional policies and procedures specific to the Before and After Care program.

CREC Schools believe in a positive approach to behavior management that emphasizes positive behavior expectations, consistent consequences, and positive reinforcement.

Parents must be aware that if a student is being disruptive to the group or not following the rules stated in this handbook, the following protocols are expected to be carried out by program staff:

**1. Reminder:** Staff will take the student aside and explain the rules and expectations. Let them know that there will be consequences the next time they are reminded about inappropriate behavior.

**2. Warning:** Staff will ask the student to take 10 minutes reflection away from the group next to a staff member. Staff will remind them that if you have to speak to them again about inappropriate or disruptive behavior, they will be given a written warning and a notice will go home to their parents.

**3. Consequence:** Staff will take the student aside and have them sit with them for the remainder of the class and complete a written behavior report to be shared with a parent at pick-up time.

**Note:** If the student receives more than 3 written notices they will receive a one week suspension from the program. If behavior continues, the student will be permanently removed from the program.

### Consequences for Students Not Demonstrating Expected Behaviors:

Parents shall be aware that any acts of violence, physical or verbal aggression are in violation of the CREC Magnet Schools policies and may result in the suspension and/or dismissal of your child from the program immediately. Additionally, if a student exhibits any behavior that may cause harm to themselves or is a violation of the school safety rules, this may also be grounds for dismissal from the program.

### **Students in the Before and After Care R.E.A.C.H. program can expect to:**

- Have a safe, supportive and consistent environment
- Receive respectful treatment
- Have discipline that is fair and consistent
- Receive nurturing care from staff members

### **The Before and After Care program expects that students will:**

- Be responsible for their actions
- Respect the school rules that guide them during the day
- Remain with the group and child care staff at all times
- Take care of materials and equipment properly and return them to their place when done
- Please see Rules and Expectations section

### **Parents/guardians can expect that in the Before and After Care program:**

- Their children will be cared for in a safe and supportive environment
- They will be told about any misbehavior on the part of their child
- They will be informed about any changes in the Before and After Care program

### **The Before and After Care program expects that parents/guardians will:**

- Pick up their child by 5:30 PM
- Pay tuition fees in full at the 1<sup>st</sup> of each month.
- Keep child's emergency and authorized pick up records up-to-date
- Read any communication from the program regarding the program or their child's behavior. Cooperate in all efforts to bring about improvement in the situation

### **Registration**

All students must be registered each year. Registration does not roll over from year to year. Registration forms are available on the school website at [www.crec.org](http://www.crec.org) and are due prior to August 1, 2022 (or at time of enrollment in school if after the deadline). Returning families will have first preference if they register prior to June 1, 2022. Students will not be permitted to participate in the Before and After Care program without a completed registration form and first month payment prior to the start of the program year. There will be a 24-hour wait period for the student to attend the program after registration is

complete. Drop-in care is not allowed for any reason. After the start of school, new registration forms for the Before and After Care program must be completed prior to the desired start date.

**NOTE: Parents with a balance from the previous school year will not be registered until the full balance and the first month payment is paid in full prior to the start of the school year.**

Any changes in your student's participation in the Before and After Care program must be made in writing indicating the change and the effective date and sent to Teresa Mason at [tmason@crec.org](mailto:tmason@crec.org). Request for any change will require a 24-hour notice and will be granted at the discretion of the program coordinator. Reimbursements are not given if the student has attended the program during the month of cancellation unless previously approved by coordinator.

### Hours of Operation

#### Before Care:

#### 7:30 am to 8:35 am

- Students may not come to Before Care prior to 7:30 a.m.
- Students must be walked into the building. Student(s) must be signed into the program each morning by an adult. This is for your child's safety; there are **NO exceptions**.
- Please park only in designated parking areas in the valet loop.
- Only students registered for the Before Care program may be in the building prior to 8:35 a.m.

#### After Care:

#### 3:35 pm to 5:30 pm

- An adult must walk in and sign the student out of the program each day, only adults listed on the registration form will be allowed to pick up students and show proper photo ID. If you need to add someone to the list, please do so in writing or email for the safety of students, NO telephone requests can be honored.
- Students MUST be picked up by 5:30 pm.
- Late pick up fees are \$10 for first 10 minutes late; additional \$10 for next 10 minutes late, and are payable immediately. If payment is not received, it will be added to your monthly invoice.
- Recurring late pickups may result in your student's termination from the program.

### Scheduled Early Release Days:

- Childcare is provided to all students registered for After Care
- There is no drop-in care provided for unregistered students.
- There is **no After Care services** provided the day prior to Thanksgiving, the day prior to the start of winter break or the last day of school. This also includes the 1<sup>st</sup> Early Dismissal day in September of the new school year.

### Inclement Weather/Emergency Closings:

- With a delayed opening, the opening of the Before Care program will be delayed the same amount of time. Example; If there is a 2-hour delay for school—Morning care will not start until 9:30 am.
- With an early closing, there will be no After Care. Parents are expected to pick up their students as soon as possible.

### Snack Provided

After Care is an enriching environment designed to provide a safe, educational, and fun experience for your child. A nutritious FDA-approved snack will be provided at the start of each program day. Families have the option to send their child a snack as well.

### Tuition & Billing

Payments are due on the first of the month. Invoices will be sent through [www.myschoolbucks.com](http://www.myschoolbucks.com) five days prior to the due date. Failure to pay on a monthly basis will result in suspension of services.

Please note: Fees for next school year may be subject to change.

#### 2021-2022 School Day Before and Aftercare Fees:

	<b>Annual Amount</b>	<b>Monthly Amount</b>
<b>Before Care Fee</b>	\$1,305.00	\$130.50
<b>After Care Fee</b>	\$2,461.00	\$246.10
<b>After Care Fee - Half Days Only</b>	\$494.00	\$49.40
<b>Before and After Care Fee</b>	\$3,766.00	\$376.60

Please speak with Teresa Mason to determine current availability. Tuition for After Care includes care on scheduled early release days.

### Children's Personal Property

Children's personal property (coats, clothing, school bags etc.) must be clearly marked with the child's name. Any personal property which remains at the end of each day will be taken to the School's lost and found. Although attempts will be made to help children stay organized, neither CREC, the school nor the Before and After Care program are responsible for lost items.

### Lost or Stolen Items

Neither CREC, the school nor the Before and After Care program are responsible for lost, stolen or broken toys, clothing or other items. We ask that students not bring toys to the program. We provide all materials for students' enrichment.

### Enrichment Activities

The R.E.A.C.H. Program provides a variety of enrichment activities to students in K-5<sup>th</sup> grade. These activities are offered Monday – Thursday from 4:00-5:00 p.m.

These activities include but not limited to:

- Hartford Stage Drama Club
- Multi-cultural Dance
- Science Club
- Art and Exhibit
- African Drumming
- Zumba
- My Gym Recreation

### Contacting the School after Hours

Should an emergency arise and families need to get in touch with the aftercare staff please call the main office at 860-231-7800. Designated security are at the sign out area.

### Mandatory Reporting Policies

All school employees, including teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of

Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, and deprivation of necessities, emotional abuse, cruel punishment or neglect is also considered child abuse.

**Other Questions or Concerns, please contact:**

- Ms. Teresa Mason, Program Coordinator  
[tmason@crec.org](mailto:tmason@crec.org) 860-231-7800 x 8511
- Mrs. Shandra Brown, School Principal  
[s.brown@crec.org](mailto:s.brown@crec.org) 860-231-7800
- Ms. Barbara Perrone, Assistant Principal  
[bperrone@crec.org](mailto:bperrone@crec.org) 860-231-7800

We ask that you sign below as evidence that you have familiarized yourself of the CREC Museum Academy R.E.A.C.H. program policies and procedures.

It also grants permission for the Museum Academy R.E.A.C.H. program school photographs or videotapes to be used in media presentations and in our school. Parents understand that their child's image, name, work product, school, and grade may be revealed in the presentation(s) but that no other information about their child or his/her schoolwork will be revealed without prior consent.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent Name (**print legibly**)

\_\_\_\_\_  
Print Name of Student

\_\_\_\_\_  
Grade of Student