



TOWN OF EAST LONGMEADOW
RECREATION
Fun Happens Here.

After School Escape Parent Handbook

2020-2021 School Year

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INTRODUCTION

Welcome to the Town of East Longmeadow Recreation Department's *NEW* After School Escape program. We are beyond thrilled to be able to open our doors this year and provide new childcare opportunities for many families. This year our motto is, "safety first, fun second". We are going to make sure your children attend a safe environment surrounded by fun and love. This handbook is designed to help you better understand our policies in place. We ask that you read through this handbook thoroughly. If you have any questions, please email, call or ask a member of our staff.

PROGRAM LOCATION

1974 Allen St.
Springfield, MA 01118

AFTER SCHOOL ESCAPE CONTACTS

Name	Position	Phone	Email
Donna Prather	Recreation Director	413-525-5400 EXT 1301	donna.prather@eastlongmeadowma.gov
Geordie Emmanuel	Asst. Recreation Director	413-525-5400 EXT 1304	george.emmanuel@eastlongmeadowma.gov
Kristine Foster	Program Director	413-525-5400 EXT 1344	kristine.foster@eastlongmeadowma.gov

THE STAFF

The staff at After School Escape includes the Program Director and Group Leaders. There will be 1-2 leaders assigned to each age group of 10 kids. All of our staff are First Aid/CPR certified.

PROGRAM SESSIONS

- Week 1: September 16 - September 18
- Week 2: September 21 - September 25
- Week 3: September 28 - October 2
- Week 4: October 5 - October 9
- Week 5: October 13 - October 16
- Week 6: October 19 - October 23
- Week 7: October 26 - October 30
- Week 8: November 2 - November 6
- Week 9: November 9 - November 13 (No program on 11/11)
- Week 10: November 16 - November 20
- Week 11: November 23 & November 24
- Week 12: November 30 - December 4
- Week 13: December 7 - December 11
- Week 14: December 14 - December 18
- Week 15: December 21 - December 23

Program meets Monday- Friday 3:00 PM- 6:00 PM

DROP OFF/PICK UP PROCEDURE

DROP OFF TIME: Drop off is 3:00 - 3:30 PM. You may drop off during this time or after this window.

DROP OFF PROCEDURE: Children and parents must stay in their vehicle upon arrival at After School Escape. Parents will be directed to pull up to the designated area, facilitated by a staff member. One lane will be for children in car seats and the other lane will be for children who are not in car seats. Vehicles will follow the lines and will wait for instructions from our staff. Each child will remain in the vehicle to begin the health screening before exiting. **Parents will stay in their vehicle at all times. If a parent needs to get out of their vehicle, they will need to wear a mask.** Staff will proceed with the health screenings, asking children or parents a series of questions regarding their symptoms that morning.

- If a child has a temperature of over 100 degrees Fahrenheit or any signs of a runny nose, cough or chills they will not be permitted to exit the vehicle and will be asked to return home. In order to return back to the program, they will need a written doctor's note to obtain clearance to return to After School Escape. *It is recommended that before leaving to drop off, to take the child's temperature and observe them for any signs of illness.*
- After being cleared, children will be walked to their designated area by a staff member.
- Parents will not be permitted to leave their vehicles. If a parent needs to leave their vehicle for any reason, a mask **must** be worn.
- In the event of a late drop off, parents will call the office phone number, 413-525-5400 ext. 1344 and a staff member will go outside to implement the intake procedure.

PICKUP TIME: Pickup will take place between 5:45-6:00 PM. Kids must be picked up by 6:00 PM. If they are picked up after 6:00 PM you will be charged a late fee. The late fee is \$5.00 for every five minutes you are late. Please call the office if you know you will be late to pickup to make sure we have staff available to staff on campus. If the child is not picked up within a reasonable time, the East Longmeadow Police Department will be called and they will be in their custody.

PICKUP PROCEDURE: Pickup will be held up by the main office. When you arrive, a staff member will ask you who you are picking up. One lane will be for children in car seats and the other lane will be for children not in car seats. The lanes will be labeled at the time of pickup. The staff member will walkie the leader to send down your child.

- Please remain in your vehicle at this time. A leader will open the door for your child to get them in.
- If your child is in a car seat, we will put the child in the car and you may pull down to the lower lot and get out to buckle them in.
- Once the child is in the vehicle, the leader will mark off that the child was picked up, by whom and at what time.

ATTENDANCE:

Please communicate with us via email if your child is going to be absent from After School Escape and the reason for their absence.

REFUNDS:

To allow for flexibility with the current world situation and provide enough time for staff to prepare for the program, the following refund policy will be in effect for 2020. A full refund will be processed if the request is received at least one full week prior to the start of the session.

PAPERWORK & FORMS:

Required forms are very important to ensure your child is able to come to the program. The following forms are required for After School Escape:

- ***ePACT Medical form:*** This new software will be collecting medical information rather than paper forms. Please look out for the invite from ePACT so you are able to edit the form online. This information will be used from year to year, so you only need to fill it out once.
- ***Pick-Up form:*** This form is electronic, and can be found on the Recreation website. This must be completed prior to your child's start at the program.
- ***Waivers:*** It is required that all waivers and liability forms are signed and returned before attending the program.

COMMUNICATION:

Communicating with our parents is our top priority at After School Escape, and we would like to make sure it is done effectively and efficiently. This year, we will be using our ePACT software to deliver text messages, phone calls and emails for non-emergency information and emergency information.

This year, communication is more important now than it has ever been. We encourage all parents to allow the use of text messaging in the ePACT application, so program and recreation managers are able to send important and time sensitive messages.

AFTER SCHOOL ESCAPE GROUPS/LAYOUT:

- Children will be assigned to groups no greater than 20 with 1-2 dedicated staff members. One staff member will be with each group at all times but typically 2 staff members will be with each group for the day.
- Children will be grouped by age. There will be 3 groups at After School Escape. Multiple grades will be grouped together according to their birthdate years.
- Multiple children from the same family will be grouped together if they are within two years of age from each other, if there is room in the group. Each child will be grouped with the appropriate age group.
- Each group will be assigned to at least one building.
- Participants will stay in their designated groups for all activities. There will be no mixing of the age groups.
- No outside visitors will be allowed on campus.
- No group to group visits
- Staff members will ensure that groups do not overlap in areas.
- Each group will have its own set of materials and equipment. Each child will have their own bag filled with art materials and necessary tools for the week. At the end of each week, the bags and materials will be cleaned for the next week. There will be no sharing of supplies among groups.

HOMEWORK HELP

Staff will be available and able to help your child logging into their Chromebooks or any devices if passwords are given. Please include a sheet with log-in information with URL addresses, usernames and passwords to software that is needed to be accessed for your child. Staff will be available to answer questions about homework assignments if the group leaders are willing or able to answer the questions. They will not be providing 1 on 1 tutoring during this time. All buildings are equipped with Wi-Fi and there will be designated rooms for children who would like to go and do their homework quietly.

SNACK SHACK

We will be running our snack shack, Monday- Friday, 3:15-3:45. Each camp group will have 15-20 minutes to visit the snack shack. All snacks are pre-packaged and individually wrapped. Our snacks will range from \$0.50 cents to \$2.00. The snack shack will be able to accommodate one group at a time and will be spaced 6 feet apart while in line. After each group visits, the snack shack will be cleaned and sanitized thoroughly. There will also be one staff member collecting money and one staff member passing out the snacks.

COVID-19 HEALTH AND GENERAL HYGIENE & CLEANING:

- Staff must wear a face covering when social distancing cannot be maintained. The staff will wear a face covering during drop-off and pick-up procedures. They will also wear them when assisting any child.
- If you choose to have your child wear a mask, please familiarize your child with it at home and let your child know your expectations. Our leaders will provide brief explanations when they arrive at the program but will not hold specified training on how to wear face coverings. Our staff will have children wear masks if social distancing cannot be maintained.
- Program Staff and Maintenance Worker will work together to frequently clean and sanitize high touch areas and equipment.
- All children and staff will engage in hand hygiene at the following times:
 - Arrival to the facility and after breaks
 - Before and after eating or handling food
 - Before and after administering medical ointment or bandaids
 - After using the toilet or helping a child in the bathroom
 - After coming in contact with bodily fluid
 - After playing outdoors or in the sand
 - After handling garbage
- Children and Staff will wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Staff will supervise children when they use hand sanitizer to prevent ingestion.
- If necessary, staff will assist children with handwashing. After assisting children with handwashing, staff will also wash their hands
- Signage describing handwashing steps will be placed by the sinks
- In general, staff will avoid handling childrens' belongings. If handling childrens' belongings is needed, disposable gloves will be worn
- Staff will remind campers to cough or sneeze into a tissue or their elbow, then throw the tissue into the trash
- After each activity, staff must clean down shared equipment with gloves and disinfected approved wipes

- Staff must wear disposable gloves when assisting children with changing or bathroom assistance
- Children must use disposable cups or refillable water bottles for water fountains, jugs and water bubblers
- Staff will report any child feeling sick to the Director ASAP
- Any child not feeling well will be taken to the office and given a mask to wear while waiting to be picked up by their parent

COVID-19: Symptomatic Persons at After School Escape

If a child becomes symptomatic while in the care of staff, the following plan will be executed:

- Isolation from the rest of the group will occur immediately to minimize exposure.
- Children's nose and mouth will be covered with a mask or cloth face covering.
- The child's parents will be contacted and will be sent home ASAP.

COVID-19: Positive Test of COVID-19

If a child tests positive for COVID-19, the following plan will be followed:

- 1. If COVID-19 is suspected for any child, the parent or legal guardian will notify the Recreation Department **immediately**.
- 2. If notification originally occurs before the test, once test results are received the parent or legal guardian will notify the Recreation Department of the results ***including a suspected diagnosis or positive household contact who has tested positive***.
- 3. Recreation managers notified of a positive test, suspected diagnosis, or positive household contact will discuss with the Health Department a course of action.
- 4. Contact tracing will begin and managers will determine who has been exposed with that infected child or staff member.
- 5. Once contact tracing is complete, Recreation managers will notify those who require a 14-day quarantine from possible exposure. An email will be sent notifying all parents of the positive test but reminding parents that groups do not mix, and the child was not exposed outside of their group.

COVID-19: Potential Exposure to COVID-19

If a child is potentially exposed to COVID-19, the following plan will be followed:

- If exposed (symptomatic or asymptomatic) the child will not be permitted to enter the program space and will be sent home.
- Exposed individuals will be directed to stay home for at least 14-days after the last day of contact with the person who is sick.
- Recreation managers will consult with the Health Department for guidance on quarantine for other children and what additional precautions are necessary to ensure the safety of the participants.

INCLEMENT WEATHER/SNOW STORMS:

Due to the nature of COVID-19, social distancing will be maintained whenever possible. During inclement weather including showers, rain, mist, slight wind and thunderstorms (non-severe) all groups will stay in their respective buildings. If severe weather is expected including severe thunderstorms, hail, heavy wind, torrential downpours and tornadoes **After School Escape will close if necessary**. If severe weather is expected, it is best to have a back-up plan in place for your child. These protocols will also be in place during snow storms. Notification will occur through email, text message and robocall if the program will be cancelled due to weather.

VACATIONS OR TRAVELLING:

After leaving the State of Massachusetts and visiting a state that is on the Governor's "travel advisory list" must either self-quarantine for 14 days upon arrival, or produce a negative COVID-19 test result.

ALLERGIES & MEDICATIONS:

When registering your child, you will be asked if your child has allergies, is on medication or requires medication in the event of an emergency or has any special needs. This allows us to plan appropriately for the program.

Neither the staff, nor the Recreation Department are permitted to administer non-life saving medication to your child. This includes, but is not limited to, over the counter items such as Tylenol, Benadryl and Ritalin. Children are not permitted to carry any of these items. If your child requires such medication, a parent is required to administer it pre/post program or to come onsite to the facility to provide it to their child. Only life-saving medication such as epi pens or inhalers can be carried by children. Life saving medication must have the child's name on them, preferably, included on the prescription.

FOOD ALLERGIES:

Because of food allergies, staff will enforce strict "No food trading/sharing" rules. Please instruct your child not to trade or share food of any kind with anyone else! **Peanuts will NOT be allowed in snacks.**

CHILDREN WITH SPECIAL NEEDS:

After School Escape is all inclusive and would be happy to accept children with special needs. Please make us aware of any special needs your child may have prior to the start of the program. We encourage parents to notify Program Director, Kristine Foster at kristine.foster@eastlongmeadowma.gov, as soon as possible of any special needs your child has so we can work together to build a successful experience for your child.

HANDLING CONCERNS:

If there is a concern regarding your child at After School Escape, we encourage open discussion between parents and the staff. Gathering all information directly from both the child and staff will help us resolve any concerns as soon as possible. We are open to any questions in order to ensure that After School Escape is safe and enjoyable for all children and families.

1. Address any concerns immediately with the Program Director by email or call the office phone. If the Program Director cannot be reached, you may contact the Assistant Recreation Director, Geordie Emmanuel at george.emmanuel@eastlongmeadowma.gov.

APPROPRIATE BEHAVIOR/DISCIPLINE:

Safety and respect of others and a positive experience are our most important priorities. Our first step in preventing inappropriate behavior is to set clear limits as to what is expected at After School Escape. At the beginning of the program, Staff will discuss the rules, the reasons for them and the consequences if they are not adhered to. We will attempt to redirect inappropriate behavior; however, situations may still occur. If a problem continues, the Program Director/ Assistant Recreation Director will discuss the situation with you and attempt to come to a solution.

Written behavior forms may also be sent home with the child. These will need to be signed and returned by the Parent/Guardian so that we know the behavior has been discussed with the child. It is not our intent to discourage participation because of behavior problems. However, in cases where there is no marked improvement, the child may be asked to stay home for a day or be removed from the program.

BEHAVIOR THAT IS HARMFUL TO THE SAFETY OF OTHER CHILDREN AND/OR STAFF WILL NOT BE TOLERATED.

Please talk with your child daily to be sure he/she is having a positive experience. Encourage them to bring problems to the attention of a Staff member as soon as they occur. Inform the Program Director of any problem your child may be experiencing at After School Escape.

Consequences for Breaking the Rules:

1. Verbal Warning
2. Time out
3. Extended Time out/ Privilege taken away
4. Child is sent to the Program Director
5. Written notice to parents
6. Child is sent home for the day

Consequences for Fighting/Hitting/Striking:

1st Offense: Sent home for the day

2nd Offense: Sent home for the day and miss the next day

3rd Offense: Sent home and not allowed to come back for the rest of the week

4th Offense: Not allowed to come back to camp for the rest of the summer

APPROPRIATE ATTIRE:

Children should dress comfortably for After School Escape. We suggest that shorts, t-shirts and sneakers be worn. Sandals, flip flops or open-toed shoes and dress clothes are not appropriate as children will be engaged in various sports, active games and arts and crafts projects that may be unsafe and/or messy based on apparel. During cooler months, please dress appropriately for the changing weather (sweatshirt, long sleeved shirt, coats, etc.)

WHAT TO BRING TO AFTER SCHOOL ESCAPE

1. Refillable water bottle
2. A few snacks
3. Backpack
4. Closed toe shoes
5. Change of clothes
6. Any homework you would like your child to complete
7. **At least two masks**

WHAT NOT TO BRING TO AFTER SCHOOL ESCAPE

1. Electronics (phones, video games, tablets unless needed for homework)
2. Valuable items
3. Precious or treasured items
4. Money (only for snack bar)
5. Toys or Games
6. Trading or playing cards
7. Portable music devices
8. Any peanut food items

WE WILL CONFISCATE ANY ITEMS THAT SHOULD NOT BE AT AFTER SCHOOL ESCAPE. WE ARE NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS, SO PLEASE DO NOT BRING ANYTHING OF VALUE!

PERSONAL BELONGINGS:

All belongings should be permanently labeled with the child's name. All children are personally responsible for their own items. They will have their own hook to hang their belongings in their respective buildings. We will do our best to pair lost items back to their owners. If you are missing an item(s) please send an email and we will do our best to locate the item. If children bring items to the program that are on the "DO NOT BRING" list, they must be stored in backpacks until the end of the day and are the responsibility of the child.

DAILY SCHEDULE:

Our program offers varied activities in arts and crafts, sports, games and more. Each family will receive an emailed weekly schedule including all games and activities for that week.

As we approach the holiday season, more seasonal activities will be offered and added to the schedule.

****This parent handbook is subject to change depending on the State of Massachusetts guidelines. All guidelines will be updated in our parent handbook appropriately and redistributed.***