



After School R.E.C. Crew

PARENT HANDBOOK

2025-2026

## **North Branford Parks & Recreation**

### **After School R.E.C. Crew 2025-2026**

#### **Parent Handbook**

Welcome to North Branford Parks & Recreation After School R.E.C Crew! We are thrilled to be offering this program and to have your child joining us for some after school Recreation, Education and Creativity! Our goal is to provide opportunities for your child to develop and grow – physically, emotionally, socially and intellectually, while having fun and making friends!

In order to understand each child and family, the staff at North Branford Parks & Recreation welcomes any opportunity to talk with parents/guardians. Communication is key – if we communicate frequently, together we can provide continuity and achieve the best possible experience for your child.

Additionally, please check your MyRec account and make sure you have opted in for email and text reminders. Please check your email regularly for any changes or additional notices.

#### **R.E.C. Crew**

Will be held at the Stanley T. Williams Community Center located at 1332 Middletown Ave., Northford for grades K-5, Monday- Friday until 5:30 p.m. And will follow the North Branford Public Schools schedule for inclement weather.

\*Please note that there is **NO** R.E.C. Crew on the following dates:

Monday, September 1, 2025

Monday, October 13, 2025

Monday, November 3, 2025

Tuesday, November 4, 2025

\*Tuesday, November 11, 2025 – School is in session, but town buildings are closed\*

Thursday, November 27 & Friday, November 28, 2025 – Thanksgiving Recess

Wednesday, December 24 – Friday, January 2, 2026 – Holiday Recess

Monday, January 19, 2026

Monday, February 16 & Tuesday, February 17, 2026 – February Recess

Friday, April 2 – Friday, April 10, 2025 – Spring Recess

Monday, May 25, 2026

### **Pick-up**

After school R.E.C. Crew concludes at **5:30 p.m.**

Please make every effort to be on time to pick up your child to avoid a late fee. An additional fee of \$20 for every 15 mins will be applied.

Photo identification must be shown in order to pick up your child. Only those listed on your pick-up list will be able to pick up your child. If for some reason someone else must pick up your child, please send a note or call the office at (203)484-6017. Please let anyone else picking your child up know they must provide photo identification.

When picking up, please do not park in any fire lanes or restricted areas around the building.

### **Program Design**

The after school R.E.C. Crew will be separated into age appropriate groups and will have the opportunity to engage in Art, crafts, sports, games and fitness. Homework help will also be offered in order to get a jumpstart on assignments.

Additionally, a snack time will be offered during the afternoon. Please pack your child a **peanut-free** snack!

### **Health & Safety**

We understand that the after school R.E.C. Crew provides not only essential childcare services, but also plays a significant role in each child's development. Safety is our priority, and we will continue to follow best practices to keep everyone healthy. Additionally, we will follow the school's sick child policy which can be found under Health Services.

If your child requires medication while at the after school program, a medication authorization form must be filled out by the child's physician. All medication must be in the original container and labeled with the child's name. Medications, except for Epi-pens and inhalers, will be double locked in the Recreation office.

All staff are First Aid and CPR certified. Additionally, both the Recreation Director and Assistant Director are both Medication and Epi-pen certified.

By Connecticut state law, North Branford Parks & Recreation Staff are mandated reporters:

*mandated reporters must make the report when, in the ordinary course of their employment or profession, they have reasonable cause to believe or suspect that a child under age 18 has been abused, neglected, or placed in imminent risk of serious harm (CGS § 17a101b). (cga.ct.gov)*

### **What to pack every day for your child:**

Water bottle clearly labeled with the child's name (please do not send glass)

Peanut-free snack

\*Please note that North Branford Parks & Recreation is not responsible for any lost, stolen or damaged items.

### **Behavior expectation:**

We expect your child to arrive each day prepared to be courteous and respectful of others. If a child deliberately harms another individual, they will be suspended immediately. We will work hard at meeting the individual needs of your children and families, however if a child is written up for inappropriate behavior 3 times, they may not be able to continue to attend the program.

Please do not hesitate to reach out should you have any questions – we love to hear from our families! We look forward to meeting you and your children!

Wishing you a happy & safe school year!

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