



Town of North Collins Recreation Department

10569 Main St., North Collins NY 14111

Afterschool Program Rules and Regulations 2020-2021

Adherence to the Recreation Department's After School Program Rules and Regulations is mandatory to ensure a safe and healthy environment for all participants and staff.

Hours of Operation

Our program will operate from September 8th, 2020 through the last full day of school, Monday, Tuesday, Thursday, and Friday between dismissal to 6:00 pm. Excluding any early release or school closings due to weather or other instances. If full time, in-person school resumes, we will reassess the program days to add Wednesdays.

Participation

All children are required to be registered and a waiver completed to attend the program. They are expected to respect all staff members, children in the program, supplies and the school facilities.

Contact Information

Staff may be contacted during the After School Program between 2:45 and 6:00 pm at 337-0166 ext. 2315. Please refer to the main office at 337-0166 ext. 2151 during normal school hours. Any changes in your child(s) attendance must be done by a phone call or a note by **11:00am**.

Dismissal

Children in the After School Program (ASP) must be signed out by a parent, guardian, or designated individual indicated on the registration form. Escorts may be asked to show identification upon picking up the child/children. The child/children will not be permitted to leave the building with anyone who is not indicated on the registration form without proper advanced notification. The staff must be notified either by a note or by telephone of any changes in the regular escort of the child. This program operates from dismissal to 6:00pm. The parent or one of the authorized persons listed on the registration form must pick up the child/children no later than 6:00pm. Picking up the child/children late more than 3 times may result in suspension from the program. If your child is not scheduled to attend the program they will be placed on the bus to go home. **Upon arrival for pickup, parents/guardians should park in the front circle of the school on Bantle Road. Then please call 716-337-0166, ext. 2315. A Counselor will walk out with your child and verify the pickup designee. PLEASE REMAIN IN YOUR VEHICLE.**

Payments

Please read carefully: Payment for childcare is expected by 6:00 pm Fridays for the upcoming week. Payments may be made in advance, and can be left "floating" on your Recreation account for as long as you see fit. Students will NOT be permitted to stay for ASP unless they are pre-paid.

Disciplinary Actions

Failure by the child and/or the parent/guardian to comply with Recreation Department Afterschool Rules and Regulations will be documented by the staff and may result in disciplinary actions. Children will be alerted with warnings, written or verbal assignments, and/or discussions that involve the child, parent/guardian, and staff. Repeated failures to comply beyond such initial warnings may result in further disciplinary action, including suspension from the program, where the child cannot participate in the After School program for a certain period of time, to be determined by staff as appropriate. Two or more documented suspensions from the program may result in termination from the program, where the child may not participate in the After School program for the duration of the year.