

KIDS AFTER SCHOOL TIME ("KAST")

2018-2019 Parent Handbook

KAST PROGRAMS:

Grades K-2 @ Bernice A. Ray Elementary School: Home base--Staff Room

Land Line #: 603-643-2411

Grades 3-5 @Richmond Middle School: Home base -- Cafeteria

Mobile Phone #: 603-252-1003

Nicole Leonard, Out of School Time Program Director

(603) 640-3306

Email: Nicole.Leonard@hanovernh.org



Hanover Parks & Recreation Department
48 Hanover Street
Hanover, NH 03755

General Information

KAST follows the Dresden/Hanover School District Calendar and is not in session on snow days. The days and hours of operation are: Monday, Tuesday, Thursday & Friday from 2:45 pm – 5:30 pm and Wednesday from 2 pm – 5:30 pm (noon on early dismissal days).

Sign in Locations:

ALL 3rd, 4th & 5th graders meet in the GYM

2nd graders meet in the MULTI

Kindergarteners & 1st graders will be met in their pod

*After Sign in Ray School students attending KAST-Adventurers will head to RMS via “Walking Bus” from the Ray. It is important that we all meet and travel together for attendance and safety purposes. Please note that we will continue to walk in the winter so please be sure your child comes with appropriate clothing. The program *is not* in session during School closings or Snow Days.

Field Trips for Adventurers

Field trips or Special Events are planned for Wednesdays. Transportation will be provided by First Student or Advance Transit.

Tuition

Monthly fees are paid September through May. Your registration payment will cover the month of June.

Tuition is paid in advance each month. The first payment must be made at the time of registration. All subsequent monthly statements will be sent via email. When you receive your statement simply drop off a check written out to “Town of Hanover” in the black mailbox labeled “KAST” to the right of the entrance or mail it to:

Hanover Parks & Recreation Department

KAST

48 Lebanon Street

Hanover, NH 03755

(Payments will not be accepted on-site at the Schools)

A non-refundable registration payment will be collected in May 2018 to hold your 2018-19 space. This payment will be used towards your June 2019 payment.

Fees:

KAST

*Monthly cost for 5 day enrollment: \$350

*Monthly cost for 4 day enrollment: \$285

*Monthly cost for 3 day enrollment: \$220

*Monthly cost for 2 day enrollment: \$155

Drop-in Policy:

If space is available, students may come to the program for an extra day at a cost of \$25.00 per day/\$30.00 on Wednesday. Families need to email the Out of School Time Program Director 24 hours in advance to request a drop-in day.

Schedule Change or Withdrawal Process:

Students can be withdrawn from the program or drop a day with a full month’s notice (ie: notice given BY October 1st for November 1st) **by emailing the Out of School Time Program Director**. Changes in schedule are not accepted for **September**, changes in schedule can begin as of October 1st (once you have registered and paid for the 2018-19 school year schedules are set until October; you may request a change or withdrawal up until August 1st and if the space can be filled with another child from the waitlist you will receive a household credit). There is a \$10.00 schedule change fee for each change requested.

Pick up Procedure:

Families need to come into the building to sign a student out of the program. Communication between families and program staff is important as well as the safety of each student. A release form must be filled out if you would like your child to walk home alone. Students at KAST Adventurers can be allowed to leave the program on his/her own if parents have filled out a transportation form in advance.

The doors of the school will be locked at 5:30pm. **Anyone arriving to pick up a student after 5:30pm will receive a minimum late fee charge of \$10.00. The fee will continue at a rate of \$1.00 per minute up until 6pm then will increase to \$2.00 per minute** to be paid at the Parks and Recreation Department. Repeated late pick up may jeopardize your child’s enrollment at KAST.

Absences:

Families need to contact the Program via email (absent@kidsafterschooltime.org) by 2:30 on M/T/TH/F and by 1:45 on Wed or by phone 643-2411 Explorer land line or 603-643-2411 Adventurer cell phone before the school bell rings.

Inclement Weather Policy

In the event that after school activities are canceled due to inclement weather, families will be contacted by email asap. One staff member will remain on-site at each program to be sure all students have another plan of action for the afternoon. Please review this plan with your child ahead of time.

Code of Conduct:

If a student continuously engages in disruptive behavior, the Out of School Time Program Director and Site Supervisors will work closely with his/her family to explore ways of addressing the problem. We reserve the right to send a child home or refuse attendance to any student whose repeated disruptive behavior jeopardizes the program and or its participants.

All school rules apply at the program. Students will be sent home and or suspended for violence, stealing, destruction of property, injury to staff or students, or verbal abuse.

Medical Information:

The program requests parents provide all necessary medical information to program staff via the registration form or by contacting the Out of School Time Program Director. The Hanover Parks and Recreation Department adopted a new policy on 8/13/12 in regards to concussions. Please go to http://www.hanovernh.org/Pages/HanoverNH_Recreation/index for more details.

Illness:

Students who are not feeling well will be assessed by program staff. Students will be sent home for vomiting, fever, diarrhea, persistent sore throat, drainage from eyes, suspected head lice, or any other communicable sickness or disease.

Families will be notified in the event a student receives an injury requiring treatment beyond basic First Aid.

Lead staff is certified in First Aid and CPR.

Communication:

Please communicate any questions or concerns about your student's after school experience to Nicole Leonard, Out of School Time Program Director. We welcome positive feedback as well as constructive criticism and are always looking for ways to improve the program. New members are always welcome on the KAST Advisory Committee which meets 2 or 3 times per school year, please contact Nicole if you are interested.