



AFTER SCHOOL PROGRAM HANDBOOK

LOCATIONS:

Lakeway Elementary School
325 Union Street
Littleton, NH 03561

CONTACT:

Korrine Towle
Littleton Parks and Recreation Program Coordinator
(603)-575-9175
ktowle@littletonnh.gov

Littleton Parks & Recreation

After School Program Handbook

General Information:

Location:
325 Union Street
Littleton, NH 03561

Days of Operation:
Monday - Friday

Hours of Operation:
2:35 P.M - 5:00 P.M

After School Program: follows the SAU 84 School District Calendar and is not in session on snow days.

Hello parents and students. It is that time of year again –school is back in session! . This handbook is an overview of all the necessary information you may need before participating in the Littleton Parks and Recreation After School Program. It is our intention that you will read through this handbook with your child and ensure that everyone is familiar with the rules, regulations, and procedures of the program!

Please note that this handbook needs to be reviewed, signed, and returned before your child will be permitted to attend the program. Please keep any forms that do not need to be signed, as these sheets hold information that is important for children and parents to have throughout the summer.

Fees:

Registration and Tuition:

Completed registration forms are due to the Program Coordinator *prior* to registration. Upon receiving the form, a \$1.00 student membership will be issued to your account. Once the student membership is paid you will have access to register for the first half of the After School Program for the 2026-2027 school year.

Tuition is due in **two** separate installments due to the budgetary timeframe:

First payment: \$175 (First Half of the School Year) for August 31, 2026 through January 22, 2027 (payment due by August 21, 2026)

Second payment: \$175 (Second Half of the School Year) for January 25, 2027 through June 17, 2027 (payment due by January 22, 2027)

(Please note: the payments must be given in two installments by the above dates. No payments in full will be accepted prior to the deadline above. This formality is due to the way the budget season operates, and the way money is allocated.)

Payment Methods:

Online by Credit Card: Pay bill on MyRec.

[Please note: there is a 3% service charge for all credit card payments.]

Send a check or cash via mail: All cash and check payments ***must*** be placed in an envelope that clearly outlines the program and child(ren) the payment is for. Payments can be sent to the following address:

***Littleton Parks and Recreation
2 Union Street
Littleton, NH 03561***

Drop a payment off at the Littleton Opera House: Cash payments or checks can be placed in the black drop box (in an envelope), located to the right of the double doors that face the parking lot.

[Please note: all checks must be payable to the Town of Littleton. The memo line must contain the child's name and desired program.]

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Sign-In Locations:

All students attending the After School Program will sign in at the entrance of the cafeteria. Any children that do not sign in and are expected that day will be checked on in the front office of the school. If whereabouts are still unknown, the After School Program Coordinator or Supervisor will call the parents/guardians to retain their whereabouts.

Pick-up Procedures & Late Fees:

Afternoon Pick-up:

All campers will be dismissed from Lakeway Elementary School by **5:00 P.M.** Communication between staff and families is very important to us, as safety is one of our main concerns. Please read the important information regarding sign-outs below:

Please use the Bishop Street side entrance for After school Pick-ups. Parking should be in the dirt lot and you can walk across the street to the side entrance. Note: if weather is good pick up will be outside (you will see a table and sign). If weather is rainy, snowing or too cold we will be inside the cafeteria door (again we will place a sign out to direct you if you are new). We have attached a map below with arrows for a visual. No pick up will happen in the front parent loop of the school and please do not drive back around that side of the school to park and walk over, we will be using the Bishop Street side.



All sign-outs will be completed at the sign-out table. Please do not take your child until we make contact with you and sign your child out.

All children ***must*** be signed out by a parent or a designated pick-up person. Please be sure to check your pick-up list to ensure it includes all approved pick-ups. In the event that you have a change in your pick-up list, please notify the Program Coordinator immediately.

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All pick-ups *must* bring an ID. Even if you have picked up in the past, or are the primary pick-up, we have new staff that may not know you and have been asked to ID anyone they do not know. If someone new is picking up your child, please notify them of this policy so they come prepared with an ID. If we are unable to positively ID a pick-up, we will need to verbally confirm the pick-up with a primary contact before releasing your child into their care.

If your child is **walking or biking** from the program, or is otherwise able to sign themselves out at the end of the camp day, please make sure to check the back of your camper registration form to approve of this form of dismissal. Children will not be allowed to leave the program unattended without prior written consent.

Late Fees:

The program ends promptly at **5:00 P.M.** Any late pick-up after 5:00 P.M will result in a minimum late fee of **\$10.00**. After the first 10 minutes, the fee will continue at a rate of **\$1.00 per minute**. After 30 minutes, the fee will continue at a rate of **\$2.00 per minute**. Repeated late pick-ups may jeopardize your child's enrollment at our program.

Absences:

Families are to email OST.LittletonRec@gmail.com *before* 2pm if there is an absence from the program, daily change, or pick-up notification.

If you need to reach program staff *after* 2pm please call (603) 575-9175 (we do not text) for any last minute changes.

Inclement Weather Policy:

In the event that the after school activities are canceled due to inclement weather, families will be contacted by email and a post will be made on the Littleton Parks and Recreation Facebook page. Please review with your child their alternative plans in this scenario.

Medical Information / Health Policy:

All necessary medical information should be accurately documented on the required registration form. If any medical information changes, we request that you notify the Program Coordinator as soon as possible.

If your child needs an epi-pen, inhaler, or any medication administered or potentially administered at our program, a medication form must be filled out **prior** to the start of the program.

Students who indicate that they do not feel well will be assessed by our program staff. Children should stay home/will be sent home if they have any of the following symptoms: fever over 101 degrees, diarrhea or vomiting, within the past 24 hours, persistent sore throat, drainage from the eyes, abscess or draining sores, rash (unless determined to be non-contagious by a Doctors note), or any other sickness.

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If any first aid is administered to your child during program hours, a parent will be notified. In addition, in the event that your child receives an injury that requires treatment beyond basic first-aid, a parent will be notified immediately.

Campers must be able to independently change in and out of their clothes and bathing suits.

Campers must be potty trained and able to independently use the restroom with proper hygiene.

We are a peanut-aware facility. We do have peanut allergies, and we are strongly encouraging peanut-free food items at our program.

Head Lice (Pediculosis):

With the exception of the common cold, head lice infestation affects more school aged children than any other communicable childhood diseases combined. Head lice are tiny insects that live on the scalp. They lay eggs, called nits, that hatch and stick to hair. Head lice do not jump or fly, but they do spread quickly. The most common ways that they are spread is through direct head-to-head contact with an infected person, they can also be spread by sharing combs, hats, towels, scarves, clothing, head gear, ribbons, stuffed animals, etc.

The Department has established a “No Nit” & “No Live Bug” Policy. If a child is found to have an active case of pediculosis (live lice and/or live nits), a parent will be notified and the child will be sent home immediately for treatment. This may seem extreme, but if nits are present, re-infestation is imminent to your child, family, and anyone at camp.

The child will be permitted to return to camp the following day after treatment with a pediculicide and nit removal is completed. If a case of head lice is reported all staff and parents will be notified.

Photograph / Video:

During the course of the program, Supervisors may take photographs and record video of students and group-wide activities. We like to share the photos/ videos of our children and staff in media outlets such as our website, community newspaper articles, and on our social media page.

On the Program Registration Form, please indicate your preference of consent or refusal to permit photographing/videotaping your child for purposes stated above.

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Code of Conduct:

Program Expectations:

All students, staff, families and visitors to our program are expected to be Respectful, Responsible, and Safe. This includes, but is not limited to:

1. Be Respectful:
 - a. Respectful to oneself and others
 - b. Using appropriate and respectful language
 - c. Demonstrating care and respect for program materials and school property
2. Be Responsible:
 - a. Taking responsibility for one's actions
 - b. Come to program prepared with everything needed - *please leave all personal items and electronic devices at home.*
 - c. Follow program rules and staff directions
3. Be Safe:
 - a. Stay with your group
 - b. No hands on
 - Bullying and/or harassment is never tolerated.
 - Students should maintain a positive attitude, be willing to try new things and make new friends; be cooperative with and courteous to all.
 - Speak with all staff and other students courteously. Foul, vulgar/inappropriate language/conversation of any kind will NOT be tolerated.
 - Act appropriately towards staff and students, respecting other people's personal space and belongings.

Discipline Policy and Procedures:

If a student continuously engages in disruptive behavior at the Littleton Parks and Recreation After School Program, the Program Coordinator will work closely with the family to address and resolve the issue. We have established the following disciplinary policy to ensure all children have a fun and positive experience and follow the program rules of being respectful, responsible, and safe.

1st Offense: A verbal warning will be given. If the behavior of the student does not change after the verbal warning, a written notice will be completed and require a parents/guardians signature. *The first written warning mandates that the parents are informed of the misbehavior and the participant is provided the opportunity to make an adjustment to their wrong-doing.*

2nd Offense: If behavioral issues continue after the first written warning, a second written notice will be completed and the child will be asked to stay home the following day after the incident.

3rd Offense: If the behavioral issues continue after the second written warning, the child will be removed from the remaining days of the program. *Incidents in severity could surpass the system outlined above.*

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Students will be sent home immediately for violence, stealing, destruction of property, injury to themselves or others, and/or verbal abuse. The Department reserves the right to remove any child from the program if repeated behaviors disrupt the overall function and operation of the program or its participants and we feel that we cannot adequately handle the child's behavioral needs. No refunds will be given if your child is asked to leave the program due to behavioral issues. The After School Program is offered so that children can have a safe and fun environment after a long day in school. We expect all students and their families to respect the staff, peers, and the property of the department.

Daily Checklist:

- ☐ **Comfortable clothes:** T-shirts and appropriate shorts are recommended. (Change of clothes is recommended)
- ☐ **Sneakers or closed-toed shoes**
- ☐ **Snacks/water:** Please pack your child with a snack and refillable water bottle. We offer a time for snacks once we receive all children at the start of the program, before we begin program activities. **PLEASE NOTE: WE ARE A PEANUT-AWARE FACILITY. WE DO HAVE PEANUT ALLERGIES, AND WE ARE STRONGLY ENCOURAGING PEANUT-FREE FOOD ITEMS AT OUR PROGRAM.**
- ☐ **NO personal toys or electronic devices:** *Please keep all personal toys at home. We provide plenty of manipulatives and activities. We also want to prevent items from being lost, damaged, or stolen. Continued use of personal items or electronic devices could result in disciplinary action. (THIS IS ALSO A SCHOOL RULE!)*

***Please note:** Staff cannot assume responsibility for any child's belongings. Please label any and all items that you send with your child. Any lost and found items will be located on the wall near our sign-in/sign-out table. All remaining items will be discarded at the end of the season. The department is not responsible for lost or stolen items.*

Littleton Parks and Recreation does not allow weapons, drugs or alcohol. Water guns, toy guns, sling-shots, pocket knives and other items of this nature are not allowed at our programs. These items will be confiscated and families will be notified at sign out.

Communication:

Please contact the Program Coordinator with any questions or concerns. Communication can be done using one of the following methods:

Direct emails: ktowle@littletonnh.gov

Changes in attendance, pick-up, or any daily changes, please email:

OST.LittletonRec@gmail.com

Immediate attention during program hours, please call: (603)-575-9175

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I certify that I have read the above information in its entirety and agree to uphold and represent all standards of the Littleton Parks and Recreation After School Program.

I assume responsibility for my child(ren) and myself to abide by these policies and procedures. I understand that failure to do so can result in consequences pertaining to my child's attendance at the program. I have read the discipline policy with my child(ren) and have explained the steps that will be taken if my child misbehaves while under the direction of the Program Staff.

I have executed this release on: *(date)* _____

Child's Printed Name: _____

Parent/Guardian's Printed Name: _____

Parent/Guardian's Signature: _____