



***OUT OF SCHOOL TIME PROGRAMS***

***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@townoflittleton.org

## ***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.

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## ***Fees:***

### **Registration and Tuition:**

After School Program Registration Forms are due to the Program Coordinator *prior* to registration. Upon receiving the form, a student membership will be issued to your account. Once the student membership is paid you will have access to register for the After School Program for the 2024-2025 School Year.

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

**First payment:** due by **August 23th, 2024** in the amount of **\$175**

**Second payment:** due by **January 10th, 2025** (registration opens January 1st, 2025) in the amount of **\$175**

*(Please note: the payments **must** be given in two installment 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.

After the registration form is submitted and approved by the Program Coordinator, a \$1.00 membership fee will be issued to your account. Upon seeing a \$1.00 invoice to your account, you must pay that fee to proceed with registering and paying for After School Program. If you are having trouble registering and paying for the program, please make sure your membership fee is issued and paid.

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

**Send a check via mail:** Send all checks to the following address:

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

**Cash payments via mail:** All cash payments *must* be placed in an envelope that clearly outlines the program and child(ren) the payment is for. Cash 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 by the entrance, on the parking lot side of the building.

**[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 Cafe and Gym. K-2nd graders will go to the Cafe and 3rd-6th will go into the gym. 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.

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### ***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.

**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](mailto: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.

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### ***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.

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### ***Illness/Injuries:***

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 a fever over 99 degrees, diarrhea or vomiting, within the past 24 hours, persistent sore throat, drainage from the eyes, or any other sickness.

If any first aid is administered to your child during camp 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.

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### ***Medical Information:***

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.

### ***Code of Conduct:***

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. The program reserves the right to revoke a child's attendance if repeated disruptive behaviors disrupts the overall function and operation of the program or its participants.

Campers will be sent home for violence, stealing, destruction of property, injury to themselves or others, and/or verbal abuse. We reserve the right to remove any child from the program if we feel that we cannot adequately handle the child's behavioral needs.

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### ***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 snack once we receive all children at the start of the program, before we begin program activities. **Please note: No gum or candy is allowed at the program.**

***Please note:*** Staff cannot assume responsibility for any child's personal belongings. Please label any and all items that you send with your child. Any lost and found items will be stored in the Lost and Found crate. 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 check out.

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### ***Communication:***

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

**Direct emails:** [ktowle@townoflittleton.org](mailto:ktowle@townoflittleton.org)

**Changes in attendance, pick-up, or any daily changes, please email:**  
[OST.LittletonRec@gmail.com](mailto:OST.LittletonRec@gmail.com)

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