

# AFTER SCHOOL ADVENTURES

## 2010-2011 Family Handbook

Richmond Middle School Location: Room #TBA  
Mobile Phone #: 603-252-1003  
Land Line #: 643-6040 xTBA  
(only after 3 pm & if cell cannot be reached)

Nicole Leonard, Director  
(603) 640-3306  
Email: [Nicole.Leonard@hanovernh.org](mailto:Nicole.Leonard@hanovernh.org)



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

## **General Information**

After School Adventures 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 3 pm – 5:30 pm and Wednesday from 2 pm – 5:30 pm.

Ray School students will be picked up by staff via “Walking Bus” from the Ray School to the Richmond Middle School. 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**

Field trips are planned for *at least* every other Wednesday. Transportation will be provided by First Student or Advance Transit. Half day field trips (3 per year) and a field trip to Tip Top Pottery are subject to an additional \$10.00 fee.

## **Daily Sample Schedule**

**(Schedule subject to change)**

Monday, Tuesday, Thursday, Friday

2:45 Meet 4<sup>th</sup> and 5<sup>th</sup> graders at Ray School for “Walking Bus”  
3:00 Arrival @ RMS/Attendance  
3:10-3:45 Outside or Gym Activities  
3:50-4:10 Snack (students prepare & set up)  
4:10-4:40 Homework Help (students are encouraged to bring a book in case they finish early or do not have homework)  
4:40-5:20 Enrichment Activities (Mon/craft & Music club, Tues/Science Experiments & Reading Club, Thurs/Ooey Goey, Friday/ kids’ choice) Students who do not want to participate can go outside or choose a different activity ( i.e.: Board games, Computer games (Tues), Game Cube (Mon & Fri), Other large or small group activities)  
5:20-5:30 Clean up/organize rooms/sign-out

Wednesday (trip days)

1:55 Meet 4<sup>th</sup> and 5<sup>th</sup> graders at Ray School  
2:15 Arrival/Attendance  
2:15-2:40 Snack (some days we will have snack on our field trip)  
2:45 Pick up 1<sup>st</sup> student 3-4:30/5 Field Trip  
5:00 Pick up 1<sup>st</sup> Student bus  
5:15-5:30 Clean up/organize rooms/sign-out

**\*\*specific scheduling for each field trip will be posted on ASA’s Google calendar\*\***

## **Tuition**

Tuition is paid in advance each month. The first payment must be made at the Parks and Recreation Department. All subsequent monthly statements will be sent via email. When you receive your statement simply drop it off at the Parks and Recreation Department or mail it to:

Hanover Parks & Recreation Department  
After School Adventures  
48 Lebanon Street  
Hanover, NH 03755  
(Payments will not be accepted at the Richmond Middle School)

\*Checks should be made out to “Town of Hanover”\*

**A registration payment will be collected in May 2010 to hold your 2010-11 space. This payment will be used towards your June 2011 payment.**

## **Fees:**

\*Monthly cost for 5 day enrollment: \$325      \*Monthly cost for 4 day enrollment: \$260  
\*Monthly cost for 3 day enrollment: \$195      \*Monthly cost for 2 day enrollment: \$130  
\*Monthly cost for Wednesdays only: \$90      (3- ½ days 11/17, 3/30, 5/11 will be charged an additional \$10 fee)

You may enroll for Wednesday as a one day option; all other days require a two day minimum enrollment. Families wanting only Wednesdays will not be accepted at the May registration, you will be put on an internal waitlist until all families wanting 2 or more days have been accommodated.

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

**Drop-in Policy:**

If space is available, students may come to the program for an extra day at a cost of \$20.00 per day/\$25.00 on Wednesday. Families need to email the Program Director 24 hours in advance to request a drop-in day.

**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.

The doors of the school will be locked at 5:30pm. **Anyone arriving to pick up a student after 5:30pm will receive a late fee of \$1.00 per every minute past 5:30pm** to be paid at the Parks and Recreation Department. Repeated late pick up may jeopardize your child's enrollment at ASA.

**Absences:**

Families need to contact the Program Director via email or by phone 24 hours in advance of an absence. Messages can be left on the program cell phone the day of the absence *before* the school bell rings.

**Inclement Weather Policy**

In the event that after school activities are canceled due to inclement weather, After School Adventures will meet at the Richard W. Black Center. Students at RMS will be instructed to take bus #H7 to the Hanover High School stop where an After School Adventures staff member will meet them and walk to the RWB Center. Ray School Students will be instructed to take bus #H7 to the Hanover High School stop as well. An After School Adventures staff member will come to the Ray School to be sure all students get on the correct bus and meet up with them at the Hanover High School stop. We ask that students are picked up at the RWB Center as soon as arrangements can be made.

**Code of Conduct:**

If a student continuously engages in disruptive behavior, the Program Director will work closely with his/her family to explore ways of addressing the problem. We reserve the right to 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.

**Insurance:**

Families must provide the program with personal medical coverage information for individual students.

**Withdrawal Process:**

Students can be withdrawn from the program with a one month's notice *in writing*. This notice must be given to the Program Director.

**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.

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, After School Adventures Director. We welcome positive feedback as well as constructive criticism and are always looking for ways to improve the program.