

AFTER SCHOOL ADVENTURES

2009-2010 Family Handbook

Richmond Middle School Location: Room #714 & 716
Mobile Phone #: 603-252-1003
Land Line #: 643-6040 x2716
(only after 3 pm & if cell cannot be reached)

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



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

General Information

After School Adventures will be open all regularly scheduled school days: 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 on Snow Days.

Field Trips

Field trips are planned for *at least* every other Wednesday. Families are required to sign a permission form for field trips. Transportation will be provided by Advance Transit.

Daily Sample Schedule

(Schedule subject to change)

Monday, Tuesday, Thursday, Friday

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|-----------|--|
| 2:45 | Meet 4 th and 5 th graders at Ray School for “Walking Bus” |
| 3:00 | Arrival @ RMS/Attendance |
| 3:10-3:40 | Outside or Gym Activities |
| 3:40-4 | Snack (students prepare & set up) |
| 4-4:30 | Enrichment Activities (Mon/science experiments, Tues/craft, Thurs/Ooey Goey, Friday/ kid’s choice) Students who do not want to participate can go to a quiet room for homework help. |
| 4:30-5 | Homework Help (students are encouraged to bring a book in case they finish early or do not have homework) |
| 5-5:20 | Board games, Computer games (Tues), Game Cube (Mon & Fri), Large or small group activities |
| 5:20-5:30 | Clean up/organize rooms/sign-out |

Wednesday (trip days)

| | |
|-----------|--|
| 1:55 | Meet 4 th and 5 th graders at Ray School |
| 2:10 | Arrival/Attendance |
| 2:10-2:40 | Snack (some days we will have snack at our designated place & will pick up AT at 2:18) |
| 2:45 | Meet AT bus in front of CCREL |
| 2:53-3 | Drop off at DMS Vail or Green/ walk to activity in town (Some trips may be to Lebanon) |
| 3:15-4:20 | Activities in Town |
| 4:20-4:40 | Walk to Hanover Inn/pick up AT |
| 4:50-5:20 | Arrive at RMS/Homework help followed by indoor activities |
| 5:20-5:30 | Clean up/organize rooms/sign-out |

****Times are subject to change due to the activity we are participating in****

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”

Fees:

*Monthly cost for 5 day enrollment: \$320 *Monthly cost for 4 day enrollment: \$250

*Monthly cost for 3 day enrollment: \$200 *Monthly cost for 2 day enrollment: \$130

*Monthly cost for Wednesdays only: \$90

(You may enroll for Wednesday as a one day option all other days require a two day minimum enrollment)
Monthly fees are paid September through May. No payment will be made in June to offset the cost of holidays and snow days.

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 are locked at 6pm. Anyone arriving to pick up a student after 6pm will receive a late fee of \$1.00 per every minute past 6pm to be paid at the Parks and Recreation Department.

Absences:

Families need to contact the Program Director via email or by phone at the Parks and Recreation Department 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 are certified in First Aid and CPR.

Tax ID Number:

02-6000371

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.