Dear Parents,

It is with pleasure that we extend to everyone a very warm welcome to the Before and After School Programs.  Our goal is to provide high quality, affordable programs in a safe environment for your children.  The staff are eager to work, play, and interact with your children, and assist them in making a smooth transition from their summer to the school year.

The following information is pertinent to this school year:

All correspondence relating to the Before/After School Programs should be directed to the Recreation Department Staff.

* Recreation Director – Angela Greene
* AM Coordinator - Erin Mckinley
* PM Coordinator – Allie Connell
* PM Coordinator – Connor O'Brien

Holden Recreation Office Location

1420 Main St.

Holden MA 01520

Mailing Address Holden Recreation

1204 Main St.

Holden MA 01520

Holden Recreation Office Hours

Monday – Friday; 8:00am – 4:00pm

Recreation Main Number 508-829-0263

Email - holdenrec@holdenma.gov

**We are invited guests in the schools, and do not work for the Wachusett School District.  Please direct all Before & After school questions, or concerns to Holden Recreation Staff.**

**No Before & After School Program When:**

The Before School Programs **WILL NOT** run if there is a **DELAYED** school opening.

The After School Programs **WILL NOT** run if there is an early release day. The Wachusett School District calendar includes several early release days.  After School Programs **WILL NOT** be held on any day the District initiates an early dismissal (including inclement weather early releases).  The first early release day is Wednesday, Sept. 27th.

There will be **NO** Before & After School Program on **ANY non-school days** such as; school vacations, holidays, professional development days etc. (including snow days).

 **First Day Info**

For parents whose children are enrolled in the After School Programs, make sure you send a note with your child (or email) to his/her teacher the first day of school stating that your child is enrolled in the After School Program.  This will assist them at school dismissal, ensuring that your child will be sent to the proper place.

 **If you child is going to be absent.**

If your child is going to be absent from the After School Program, please call the Recreation office (508-829-0263) before 2:00pm, or email holdenrec@holdenma.gov  so staff can be notified to not expect your child.  Anytime a child is expected to be in attendance, and does not attend, we enact our Emergency Action Plan to try and track down the "missing" child.  A simple phone call from you, will save us a lot of unnecessary work and stress!

 **Before Care Drop Off**

Drop Off Times 7:30am – 9:00am.  No earlier than 7:30am.

**DO NOT** drop your child off without checking in with a staff person. This ensures that your child has safely entered the building, and staff can relay any important information to you.

Location of Drop Off for BEFORE SCHOOL is at your school cafeteria –

**Davis Hill School Cafeteria Location -**

Drop Off is located at main entrance door to the right. DO NOT drop your child off without checking in with a staff person.

**Dawson School Cafeteria Location –**

Drop Off is located at main entrance door to the left. DO NOT drop your child off without checking in with a staff person.

**Mayo School Cafeteria Location –**

Drop Off is located at the rear of the school (looking at the main entrance drive behind school to the right, cafeteria will be on left, at the back of the school). DO NOT drop your child off without checking in with a staff person.

**After School Pick Up**

Pick up is 3:50pm – 6:00pm

School Bus Dismissal takes place between 3:30pm – 3:50pm.

**The schools have requested that parents enrolled in after school program, pick up at the program after 3:50pm. If you arrive to pick up prior to 3:50pm you must wait for all buses to leave first.**

 ***Late Fee***

Late fees are in effect for every minute after 6:00p.m. that you are late picking up your child(ren). Any person picking up late will be charged $1.00 a minute **per child**.  **There are no exceptions.**   Any families that are late on a continuous basis, will be removed from the program.

 **Pick up Location**

Pick up location will change daily depending on the time you arrive to pick up your children, and weather conditions.  Please see the afternoon schedule below.

For pick up - head to cafeteria first.  Signage will be posted to what location your child will be picked up if you arrive before final dismissal (5:30-6:00pm).

Parents must pick up their child at appropriate location.  Anyone picking your child up must present a photo ID when signing child out. If there is an alternate person picking up your child you must inform the Recreation Office by email to holdenrec@holdenma.gov.

**Afternoon Schedule:**

3:30 – 4:00pm Attendance & Snack in cafeteria (no one should be picked up until after 3:50pm)

4:00 – 5:00pm Gym/Outside

5:00 – 5:30pm Homework & Reading in cafeteria

5:30 – 6:00pm Clean up - Final dismissal in cafeteria

 **Snacks**

***Before Care***

Before care serves juice & water only.  Children must eat prior to arrival at program.

***After Care***

After Care provides children with juice or water and a snack.  Any special dietary restrictions, allergies, or any individuals who do not like our snack offerings, are encouraged to pack their child a snack from home.

 **Food Allergies**

We do not serve anything with nuts, however, other children may have snacks or food that may contain nuts.  We offer a NUT FREE table for anyone with an allergy to sit separately.

 **Payment**

Child care fees are due one month in advance on the 1st Thursday of every month. Payment due dates are as follows; Sept 7, October 5, November 2, December 7, January 4, February 1, March 7, April 4, May 2. Payments can be made by credit card in your Holdenrec.com account or by check in the office. You are able to pay in advance at any time during the year. Monthly email reminders will be sent out as our system is not set up for autopay.

**Termination and Suspension Policy**
The following, but not limited to are serious violations of behavior which could result in suspension: repeated gross disrespect, inappropriate vulgar language, stealing, fighting, kicking, spitting, biting, eloping/bolting from the program, bringing weapons to the Program, defacing school or Program property, drugs or alcohol in possession of a child, etc.  In most instances immediate termination could follow.
Any participant inflicting harm to himself/herself or in any way becomes an uncontrollable danger to the Program, the other participants or staff, the parents will be called immediately to pick up the child and the child could face immediate termination from the program.

**We are still accepting applications for staff for both Before & After school programs.  Please send any inquires to holdenrec@holdenma.gov.**

If you have any questions or concerns, please don't hesitate to call or email.  We are looking forward to a happy, safe, and successful school year for your child.

Warm regards,
Holden Recreation Team

holdenrec@holdenma.gov