

**After School Rec Program Parent Information
2019-2020 School Year**



Steps to Register for Beekman Rec’s After School Rec Program

1. Read over all related materials.
2. Complete the Arlington School District Transportation Form found here: http://www.beekmanrec.com/documents/transportation_form_customized.pdf and return it to your child’s school (see deadlines below). In the case of St. Columba students, send it directly to Arlington School District Transportation Offices on 144 Todd Hill Road, LaGrangeville, NY 12540 by the deadline.
3. Complete four page Registration Packet and submit to Rec Office.
4. Once processed, we will email you a receipt for a FREE “After School Program” Membership. Then you MUST go online or come into the office to register for the days/dates that you want to reserve for your child

Fee

We strive to offer a flexible program that meets the needs of as many families as possible

Fees	Beekman Residents	Non-Residents	When to reserve a spot	Payment Due
Monthly	\$250	\$300	Any time after your Registration Packet is processed by Rec staff	Upon registration
Daily	\$20	\$30		

Dates

- We follow the Arlington School District Schedule
- We operate only when Arlington has FULL-Days of school
- We do not operate on half-days, if there are early closings, or if Arlington cancels after-school activities
- On some half days and ASD Holidays we offer a School’s Out Camp Program
- There is no credit or refund for snow days or early closings

Transportation to the After School Program

- Vail Farm Elementary School and St. Columba families must request bussing by April 1
- Beekman Elementary School families must request bussing by Aug. 15
- The form to apply for transportation can be found here: http://www.beekmanrec.com/documents/transportation_form_customized.pdf



Pick up From the After School Program

- Children must be picked up at Rec Park by 6pm; there will be a late fee assessed to the family’s account when a child is not picked up by 6pm
- Pick up must be by an adult authorized on the form provided who shows photo ID
- Any changes to those permitted to pick up a child must be in writing prior to pick up time
- If the group is NOT in the Community Center, a note will be on the door indicating where in Rec Park the group is located

Beekman Rec Mission Statement

The mission of the Town of Beekman Recreation & Parks Department is to provide recreational opportunities which will encourage a healthy and active lifestyle. We strive to promote lifelong leisure skills and to enhance the quality of life and sense of community for all residents of the Town of Beekman.

After School Rec Program Goal

To offer a safe, friendly, fun, community oriented, active program for youth, after school until 6pm.



Values

1. A caring environment: staff model, and children are guided, to be kind, considerate, caring and helpful
2. Personal responsibility: children are encouraged to care for their own belongings (with the guidance of caring staff) and control their own behavior
3. A balance of physical and quiet activity that meets the needs of each child
4. Outdoor activity: please have children bring clothes appropriate for outdoor play. For more on “Why Be Out There?” see: <https://www.nwf.org/~media/2F1A4D2E8B234D12AC61BF33EA01C9D1.ashx>, and for why dirt is good for kids see: <https://www.nrpa.org/blog/dirt-is-a-good-thing/>

5. Imaginative play: staff encourage children to guide their own play. For more on the importance of child guided imaginative play see: <http://pediatrics.aappublications.org/content/119/1/182.full>
6. Healthy snacks

Expectations of Parents

- Payment will be made one month in advance of registration dates
- Child's health and contact information will be kept up to date; you will inform the staff of any changes
- Children with a fever or contagious illness must be kept home
- Parent, or parent designated adult as indicated on applicable forms, will come with photo ID and sign child out
- A phone call to 845-227-5783, prior to 3:00pm if your child is not coming to the program on a day they are registered
- Children will have outdoor clothing and all belongings will be labeled
- Children will be picked up on or before 6pm

Expectations of Children

- Children will conduct themselves in a courteous manner and use positive language
- Children will be honest
- Children will be considerate to each other and respectful to the staff
- Children will treat equipment and the park with care and discard their own garbage
- Children will not bring valuables or electronic equipment to the program
- Children will not use cell phones during the program; parents can reach the program at the numbers on the next page – please do not leave a message, if we do not pick up, just try again in short while
- Indoors, there will be no running, cart wheels, flips or throwing; but we will have time for that outside!
- Only 2 people will be in the restroom at a time
- Children will stay with the group



Discipline Policy

The staff will create a warm and caring atmosphere with established rules to ensure the emotional and physical safety of all. There will be consistent consequences to children who have difficulty following the rules that include, verbal warning, time out, exclusion from activity, parental consultation, early pick-up by parent, suspension and/or removal from the program without refund.

Homework Policy

Although homework is an important aspect of your child's after school routine, we do not require children to do their homework while in our recreational program. Our aim is to provide a safe, healthy place for children to socialize, exercise and have fun. If you wish your child to work on their homework, please let the staff know.



Daily Activity Schedule:

3:30-4:00: Community Center for arrival, bathrooms, snack, and group meeting
Children should come with a healthy snack and water.

4:00-5:00: Park for outdoor play - playgrounds or beyond – the phone may not reach us

5:00-6:00: Community Center for indoor time including table games, crafts, puzzles, books, homework

Communication and Important Numbers:

Recreation Office: 845-227-5783

After-School phone numbers:

Community Center: 845-223-7315

Playground: 845-223-3388

Recreation Director: recdirector@townofbeekmanny.us

Rec Assistant (billing questions): recassistant@townofbeekmanny.us

Any parent wishing to schedule a conference with any of the individuals above can call the Recreation Office to schedule an appointment at 2:30.

Staff are Mandated Reporters

All staff are mandated reporters; if they suspect a child is being abused, they are responsible for reporting the suspected abuse to authorities.



Requirements for youth in Rec Programs

Using the “Drop off/ Pick Up/ Emergency Adult Form”

1. The Rec Department requires a “Drop off/Pick Up/Emergency Adult” form for each child in a Rec Program, other than a Leadership Program. Please list all adult persons who may be considered to drop off or pick up your child. Please ensure there are adults on the list that are available within 15 minutes in case an early pick up is required due to illness or emergency. Also ensure there are adults on the list that are available within 15 minutes in the event the normal person picking up gets stuck in traffic or has some other emergency.
2. All persons on the form, and who drop off/sign in your child and who pick up/sign out your child **MUST** be aged eighteen or older. While we understand it is difficult to get here on time to pick up your child sometimes, we cannot allow children to be signed out to any underage person(s). This is extremely important; if an ID says a person is under the age of eighteen, your child will not be released to them.
3. If you would like to add someone to your emergency list sometime after you submit it, we require an email or a signed note from the parent/guardian specifying who you will be adding to the list, as well as a phone number for that person in case of emergencies.
4. According to Beekman Recreation Pick-up Policy children must be picked up at or before the scheduled time. It is the parent/guardians’ responsibility to have a back-up plan should there be an issue that would cause a late pick up from any program. Late pick-ups may jeopardize a child’s placement in the program. If a child is picked up late 3 times within a 6 month period the child may be removed from the Rec Programs. Parents of children who are not picked up on time will be charged a **\$1/minute Late Pick-up Fee**. The child may not be able to continue participating in the program until the fee has been received.

Additional requirements specifically for Summer Camp

1. Camp drop-off begins promptly at 9 AM. Unless you have signed up for early care you will **NOT** be allowed to sign in your child until 9 AM. If you would like early care, you must sign up for it prior to the day you need it. If you come to early care and request we accept your child after not signing up, we will not be able to accommodate you.
2. A parent signature is required in the morning to sign your child into camp. Please do not send your child into camp using service, such as a taxi, an Uber, a Lyft, etc., as this person **IS NOT** on your emergency contact list and **WOULD NOT** be allowed to sign your child into camp. This rule is also being enforced for the safety of your child; some of these services may be unreliable and if your child does not show up at camp, we will not have a way to get in touch with them and it may be difficult for you to get in touch with them as well.