



**2023-2024 Naticook After School Program Parent Handbook**

**116 Naticook Road, Merrimack, NH 03054**

**<https://merrimackparksandrec.org/naticook-after-school-1>**

**(603) 420-1667**

**Dear Naticook After School Parents,**

We would like to welcome you and your child(ren) to the first year of Merrimack Parks and Recreation after school program at Naticook. We are delighted that you have chosen for your child's after school program. Please review the information in this handbook as it should answer any questions that you might have about the Naticook After School Program (NASP).

During the school year at the Naticook After School Program we build an environment where your child will have the opportunity to create new friendships with peers, complete their homework, learn new games, and create arts and crafts. The NASP provides a fun, safe, and positive environment from 2:45 pm - 6:00 pm Monday-Friday throughout the school year.

We pride ourselves on having a united staff that shows your child great compassion and care. Their safety is our number one priority. It is important that they have the best after school experience we can possibly provide. We want them to leave the program with great memories and relationships with both their peers and staff.

The Naticook After School Program is led by our Summer Camp & After School Program Coordinator, Hannah Cote.

If after reading through this handbook, you have any questions, please feel free to reach out to us at (603) 420-1667. We look forward to seeing you during the school year of 2023-2024, and thank you again for choosing the Naticook After School Program.

Sincerely,

Hannah Cote  
Camp & After School Program Coordinator  
[hcote@merrimacknh.gov](mailto:hcote@merrimacknh.gov)

### **Payment and Fees:**

Our cost per day per child is \$25 and the second child in the household is \$20 a day. The program will operate on early release school days. Those days cost \$50 per child and \$40 for the second child in the household. Tuition is billed monthly through RecDesk, a safe and secure credit card and bank billing service. Our billing statements come out every month and payments are required 2 weeks in advance of the first day of the month.

During the winter months; if there is a day that the program is closed due to inclement weather; then a credit will be posted to your child's account to be applied towards the next month's invoice.

We will contact you directly if your payment is past due. If your account becomes delinquent, your child will be unable to attend any programs until the overdue balance is paid.

### **Registration Policies, Withdrawals, and Cancellations:**

Participants who wish to withdraw from the Naticook After School Program must notify the Parks & Recreation Department two full weeks in advance of the first of each month. Late withdrawals will still be required to pay the month's invoice in full.

### **Staff Ratios:**

We follow strict standards for staffing based upon the age of the child. Children will have the same staff members with them whenever possible. There will always be at least 2 staff members with a group.

### **Absences:**

Please note, we are not a "drop in" daycare service center. You are required to pay for your child's spot, whether or not your child is in attendance. There will be no credits and/or refunds for absence from our program due to illness less than 5 consecutive days, family vacations, school activities and/or school trips. Absences due to illness of 5 consecutive days or more from both school and the NASP require a doctor note prior to any credit consideration.

**If you are going to be absent from the After School Program, please email [hcote@merrimacknh.gov](mailto:hcote@merrimacknh.gov) or call 603-420-1667 to let us know before 2:00PM.**

### **Transportation:**

For the 2023- 2024 School Year; we will be providing transportation from Thornton's Ferry School Only. We have chartered a school bus from Student Transportation who will transport your child at School Dismissal over to our program which is held in the Function Hall at Wasserman Park. At the end of the day, you will be responsible for picking your child up at the Function Hall at Wasserman Park.

### **Dismissal and Late Pick-up:**

When you pull into Wasserman Park, you will drive directly down the hill towards the tennis courts where you will take a right hand turn and travel up the park road and park at the Function

Hall. You will need to get out of your car and come inside the Function Hall and the Staff Member will check your ID to pick up your child.

NASP ends exactly at 6:00 PM. You will be charged a late fee of \$1 per minute after 6:00PM. We understand delays do happen, so if you call us to let us know you are running behind schedule we will allow a 10 minute grace period for late pick up. After the 10 minute grace period the late fee will apply. The NASP clock is the official time of record for this fee.

**Please note for the safety of all children and staff, the entire park is a posted 5 mile per hour speed limit! This speed limit applies even if you are running late.**

### **Parental Rights and Guardianship:**

All parents shall be afforded equal access to their child as provided by Law. We cannot, without a certified court order, limit access of one parent by request of the other, regardless of the reason. Should a situation present itself wherein one parent does not wish the other parent to have access to their child, the concerned parent should keep the child with them until a certified court order can be obtained.

Should a child registered in our program be under Guardianship or court ordered care by an individual other than a parent, copies of court orders should be provided to our office at the time of enrollment. Should a no contact, domestic violence, restraining or other court order exist restricting a parent or any other person from contact with a child registered in our program, copies of the court orders should be provided to our office at the time of enrollment.

### **Mandated Reports:**

Our staff members are mandated reporters for abuse and neglect.

### **Homework:**

All children attending our program will be assisted with homework, as time allows. Though completion is encouraged by our staff, homework is self-directed and may or may not be completed during program hours. Staff will not search a child's belongings if they tell us they do not have homework to complete. We strongly encourage parents to review their child's homework each night and assist them with completion.

### **Health Documentation/Medication:**

Naticook After School has partnered with CampDoc to better serve our participants and staff. CampDoc offers an electronic health record system for camps, and you can now complete your participant's health information electronically. The security and privacy of your participant's health information is important to us. The CampDoc site is secure, encrypted, and password protected.

After you are registered for your first session:

- You'll receive an email invite to login or create an account with CampDoc

- Enter the required information, like medical conditions and emergency contact information as well as upload your child's record of immunizations and record of a physical that is within the past 2 years.
- Required questions will be marked with an \* and outlined in red.
- Keep in mind that you can return to the website at any time to make updates to your child's health information in the event that you do not have access to all of the relevant information when you begin the process. You can make changes to your child's account up until 2 weeks before your program begins.

**All medical information in the camp doc system must be completed in full 2 weeks prior to your child starting their first session at after school. Students will not be allowed to be dropped off at after school if we do not have this completed information. There will be no refunds if you are prohibited from attending after school because we have not received your required medical forms.**

Any medication(s) a child needs to take during the time s/he is at after school, must be in the original container and locked in our cabinet. Preferably medications will be self-administered and taken under the supervision of staff however we will work with you for special circumstances. Parents must complete the authorization form in Camp Doc for any medication.

**Protocol for Standard Illness:**

Parents will be notified by phone from the Camp Health Care Staff of any symptoms of impending illness. Parents will be expected to pick up a child who appears to be too ill to remain in the Camp within 1 hour. Until the parent arrives, the child will be kept in the Camp Health Center secluded from the main program area, and supervised by the Camp Health Care Staff.

A child may not remain or come to the program if he/she has any of the following symptoms:

- Fever over 100.4 °F.
- Vomiting Diarrhea
- Inflammation of the eyes
- Abscess or draining sores
- The child has a strep throat that has not yet been treated with an antibiotic for 24 hours  
Rash, unless determined to be non-contagious by a Doctor's note.
- The child has impetigo with less than 24 hours of treatment with an antibiotic.
- Has tested positive for COVID-19

In case of an injury or medical emergency, and the Parent/Guardians cannot be reached the staff will contact the child's emergency contact that is listed in the child's file in CampDoc.

**EpiPens:**

If your child has a prescription for an Epi Pen, we will ask you to send one EpiPen to NASP. Staff members have been trained in the use of EpiPens and if a situation dictates the use of it, the staff member will assist your child in its use.

**Inhaler's:**

If your child has an inhaler please make sure that they bring it with them to NASP every day. The inhaler will be with your child or their counselor at all times. Staff members have been trained in the use of inhalers and if a situation dictates the use of it, the staff member will assist your child in its use.

**Emergency Preparedness:**

We perform fire drills at least every other month at our after school programs, on different days of the week and at different times. We have an emergency procedures document posted at each program and maintain an emergency response plan that includes evacuation, lockout, drop and cover, lockdown, reverse evacuation and shelter in place. We will perform unannounced safety drills throughout the year.

**Snack:**

A daily snack is provided to all participants when they first arrive at the program. Please let the staff know if your child has any dietary or other restrictions that we should be aware of when you complete the Camp Doc medical information.

**Please make sure that your child brings the following items to NASP each day:**

- Water Bottle
- Sweatshirt/Jacket
- Winter clothing (as seasonally required)
- Change of clothes
- Additional snacks if needed

**What NOT to bring:**

- Electronic devices
- Money
- Sports equipment
- Stuffed animals/Toys
- Candy and gum
- Any other valuables

Please make sure EVERY item your child(ren) brings to NASP is labeled with his/her name. The After School Program and the Town of Merrimack are not liable for any missing items. We keep lost and found items in the Function Hall.

### **Behavior and Expectations:**

The Naticook After School Program staff uses positive behavior management techniques that are developmentally appropriate and align with our core values which are respect, honesty, caring, and responsibility. Our program is not intended for 1:1 care.

If we feel that a child is disruptive to the NASP, the parent(s)/guardians of that child will be notified and disciplinary measures will be taken.

In most cases, we operate on a 3 strike rule; however a serious offense may necessitate suspension or immediate dismissal. A child who physically assaults another person or who brings a weapon to NASP will immediately be dismissed. The child's parent(s)/guardians will be notified for any serious disciplinary matters. **There are no refunds offered for children who are asked to leave camp due to behavior issues.**

### **Naticook After School Rules**

- Speak with all staff and other children courteously. Foul/vulgar/inappropriate language will not be tolerated.
- Act appropriately towards staff and other children, respecting people's personal space and belongings. Any physical (pushing, hitting, fighting, etc.) or verbal assault on any person at NASP will result in an immediate suspension or dismissal from the program. Any vandalism of property or personal belongings will result in an immediate suspension or dismissal from NASP and financial restitution will be sought.
- Remain with his/her staff and be under adult supervision at all times and follow all directions given by staff. Willfully leaving an activity without supervision may result in a suspension or dismissal from NASP.
- NEVER bring an item that is a weapon, can be used as a weapon, or is a weapon look-alike (even a toy). These items will be confiscated and will result in an immediate suspension or dismissal from NASP.
- Children should maintain a positive attitude, be willing to try new things, and make new friends while being cooperative and courteous to all.

**All children are expected to follow the Naticook After School rules.**

## **NASP Daily Schedule**

- 2:45pm - Bus will pick up the after schoolers from school
- 3:00pm - Arrival/Check-in time
- 3:15pm - Washing hands and snack time
- 3:30pm-4:15pm - Outdoor activities
- 4:15pm-4:30pm - Come back inside for homework/quiet time
- 5:00pm - Gym games/arts and crafts
- 6:00pm - All children picked up by a parent/guardian

**NASP will not run on Snow Days, Early Release (due to weather), and Holiday's. NASP will run on half days, and scheduled early release days.**

**We are licensed by the NH Department of Health & Human Services**



# NASP pick up route

116 NATICOOK ROAD  
MERRIMACK, NEW HAMPSHIRE

