

EKC AFTER SCHOOL PROGRAM FAMILY HANDBOOK

WELCOME



Thank you for registering your child in the Recreation & Community Services Department's **Every Kid Counts After School Program**. The program is designed with a focus on academic support, enrichment, recreation and wellness, and family engagement opportunities. In this packet, you will find important information regarding the **Every Kid Counts After School Program** expectations and procedures.

STAFF

Staff is chosen to work for the New Britain Recreation & Community Services Department based on their knowledge and experience in working with youth. They go through a testing and interview process, orientation and training to work with the department and the after school program students. All after school program staff are trained and certified in American Red Cross First Aid and CPR with AED Training. Many of the staff are “familiar faces” and have worked with the department for years in after school programs and camps.

After school program staff will be easily identified with a New Britain Recreation and Community Services logo t-shirt, including the word “staff” on the back.

WHAT IS THIS PROGRAM ABOUT?

After school programs are much more than child care. After school programs support academic development, support social and emotional wellness, and promote physical health in a safe, structured and supportive environment. The Recreation & Community Services Department has been running after school programs for over 25 years.

The Every Kid Counts After School Program is a grant funded program with funding from the State of Connecticut-Department of Education, Nita M. Lowey 21st Century Community Learning Centers, and the After School Grant program; the Consolidated School District of New Britain; and Community Development Block Grants-Housing and Urban Development.

Goals of the After School Program: Activities planned throughout the after school year will help to meet the program’s overall goal: to complement and enrich school-day instruction through academic support, enrichment, and recreation and wellness opportunities to students in 3rd, 4th and 5th grade while supporting parents and families in engagement activities.

WHERE DO WE MEET?

The after school program is held at your child’s school. Students at Chamberlain, DiLoreto, Gaffney, Holmes, Jefferson, Lincoln, Northend, Smith, Smalley, and Vance will meet in the cafeteria (some schools use the gymnasium) after school for the Every Kid Counts After School Program.

DAYS AND HOURS OF OPERATION

The EKC After School Program will be in session Monday, September 29th through Friday, May 22nd and will follow the school calendar and bell schedule and be in session on full days of school only; the program is not open on half days of school (including early release for inclement weather), or holidays/school vacation.

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PROGRAM REGISTRATION AND ENROLLMENT

The EKC After School Program is coordinated through the Recreation & Community Services Department. All registration is processed through the recreation department and not your child's school.

Registration and enrollment criteria: Enrollment in the after school program is FREE and offered to 3rd-5th graders. The program is held at Chamberlain, DiLoreto, Gaffney, Holmes, Jefferson, Lincoln, Northend, Smith, Smalley, and Vance Elementary School. Enrollment maximum may be reached for these programs; waitlists will be maintained.

Bus transportation enrollment: Students will be registered for a bus only if this choice is indicated on their registration form. Bus stops are assigned by the school district and the recreation department. Bus stops/assignments may take up to 2 weeks to set up and will be assigned as corner/neighborhood bus stops. Additional information about bus transportation, conduct, and stops can be found on the school district's website at www.csdnb.org. *Please note: if you have a change of address, you must notify the recreation department immediately so we can make the change with the bus company (this may take up to 2 weeks to change).*

PREPARING FOR THE AFTER SCHOOL PROGRAM

Getting Ready for Participants: The program staff will organize participants into groups of approximately twelve (12) students. The program overall will have approximately thirty-five (35) students in attendance.

Please notify your child's classroom teacher that he/she will report to the cafeteria (some schools use the gymnasium) immediately after school for the EKC After School Program. If there are any changes to your child's attendance at the after school program, it is important to communicate whether or not your child will attend to their teacher.

ATTENDANCE

The EKC After School Program will run through Friday, May 22, 2026. The program is brought to you through a partnership between the New Britain Recreation & Community Services Department and the Consolidated School District of New Britain, with money through grants from local and state funds. Grant funds allow this program to be free of charge to families; student attendance is reported to each grant funding source as a condition of continued funding. Consistent student attendance is strongly encouraged in order for students to make academic and social gains.

WHAT DOES A DAY AT EKC LOOK LIKE?

A typical day at the after school program will follow a daily schedule including academic support, enrichment, and recreational activities.

Homework Club/Academic Support: Students will have an opportunity to work on their homework, with the help of the staff, for approximately 30 minutes each day.

Enrichment, Recreation, and Wellness Activities: Students will be able to participate in enrichment and wellness activities. Math enrichment will be emphasized on Mondays, literacy enrichment on Tuesdays, STEAM (Science, Technology, Engineering, Art and Math) enrichment on Wednesdays, community-themed enrichment on Thursdays, and recreation and wellness programming on Fridays.

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EKC After School Program Daily Schedule*	
3:35pm	Arrival/bathroom break
3:45pm	After school meal
3:55pm	Homework Club/academic support
4:30pm	Brain break/mindful moment/transition
4:35pm	Activities (arts, enrichment)
5:10pm	Activities (recreation)
5:40pm	Clean-up
5:30-5:45pm	Dismissal/parent pick-up
5:55pm	Busses depart school for route to neighborhood stops

**times are approximate and may vary day-to-day or site-to-site*

FOOD

An afternoon meal will be provided through the USDA Afterschool Meals Program, and served by Whitsons (food service). Each student will receive a meal that includes five nutritional components. If your child has a food allergy or special diet, please contact one of the program coordinators in the recreation office.

Students may receive other food or special treats through the after school program. Please refrain from sending in food for your child's group due to food allergies, food storage, and out of fairness to all students.

PROGRAM DISMISSAL

Participants are scheduled to be dismissed by 5:45pm, allowing a window of time between student pick-up and bus departure to reduce crowding. A dismissal procedure is in place at each site.

Student Pick-Up by Parent/Guardian: *Student pick up is no later than 5:45 p.m.* The Recreation & Community Services Department will follow child release procedures for the dismissal of each child. Only parents, guardians or emergency contacts listed on the after school program registration form will be allowed to pick up your child. Please be prepared to provide a valid identification card. If there is a change, written notification is required. Parents/guardians should remain outside of the school while participants are being dismissed; a program supervisor will approach you to sign out. *Habitual tardiness in picking up your child after 5:45 p.m. may jeopardize your child's participation in the after school program.*

Bus Transportation: Bus transportation is provided by the school district to participants of the after school program each day (bus transportation is not provided for Northend as the school community is in a neighborhood area). The bus will depart each site by 6:00 p.m. (5:30 p.m. for DiLoreto) and follow a predetermined bus route. Each student will have a bus stop and time assigned to them.

PARTICIPANT MEDICAL AND HEALTH INFORMATION

A Participant Medical and Health Form must accompany registration for all after school programs. This form is used to assist the program coordinators and staff in making individual assessments of participant needs and to make reasonable accommodations for participation. Accommodations may take up to ten (10) business days to put into place. An action plan for a student with serious chronic health conditions or life-threatening allergies will be developed on a case-by-case basis to allow individuals to participate in and benefit from programs, as required by the ADA, public law 101-336. A meeting in person or by telephone may be required to develop an action plan.

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Allergies/Medical Conditions: All allergies or chronic medical conditions must be listed on the Participant Medical and Health Information Form in order for us to make the after school program successful and safe for each child.

Medication: The Recreation Department staff is not medication administration certified; they will not administer medication to participants. *Be advised there is no nurse on duty during after school program hours.*

ILLNESS

Please do not send a child to school/program who is not feeling well. Signs of illness include running a temperature, throwing up, or other gastrointestinal distress, nasal drainage along with coughing and/or sneezing. This will greatly reduce the spread of illness in school and in the after school program.

FIRST AID/INJURIES

All after school program staff are trained and certified in American Red Cross First Aid and CPR with AED Training. After school program staff will respond to accidents involving participants.

If a child has a minor injury, which requires first aid, the American Red Cross-certified staff will administer first aid.

If a child has a major injury which requires professional medical attention, which may or may not require a trip in an ambulance to the local hospital emergency department, staff will provide first aid and contact 911 as necessary. Parents/guardians will be contacted by phone. Individuals identified as emergency contacts may be contacted in the case that a parent/guardian cannot be reached.

Parents/guardians will receive notification of all injuries that occur during the program.

FIRE/EMERGENCY RESPONSE PLANS

The New Britain Recreation & Community Services Department will follow and practice all school district-wide and school specific fire and crisis response plans and safety procedures during the after school hours. These are posted and reviewed with each school site's after school program staff.

PARTICIPANT BEHAVIOR AND CODE OF CONDUCT POLICY

The New Britain Recreation & Community Services Department is committed to maintaining positive and safe recreation environments for all participants. Recreation programs are a privilege to the community and their participants. To meet that commitment, the department expects that all participants in its programs follow a behavior code of conduct.

Code of Conduct for Participants:

- To have and show respect for themselves
- To have and show respect for others
- To have and show respect for their environment

The department uses positive behavior management techniques to encourage participants to exhibit positive behavior and meet the code of conduct. Positive behavior management techniques include:

- Making rules and expectations clear.

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- Modeling appropriate behavior.
- Acknowledging and recognizing appropriate behavior.
- Encouraging verbalization and problem solving by providing suggestions, choices, and redirection.
- Partnering with families to develop strategies for positive program engagement.

Failure to exhibit positive behavior and/or meet the code of conduct will result in consequences for actions.

Minor misconduct/actions could include but are not limited to: verbal arguments, foul or improper language, teasing or taunting, disruptive behavior, etc.

Consequences for Minor Misconduct/Actions:

- Staff will work to redirect the participants' behavior.
- The participant will be asked to decide on action steps to correct their behavior.
- Staff will inform the parent/guardian of the behavior and action steps taken. Depending on the misconduct and progressive misconduct leading to the issue at hand, time off from the program as a suspension may be served as a consequence.*

Elevated misconduct/actions could include but are not limited to: making unwanted physical contact, misuse of equipment or property, disregard for others, ignoring safety procedures, violation of personal property, etc.

Consequences for Elevated Misconduct/Action:

- Staff will investigate the issue.
- Staff will have a corrective conversation with the participant to encourage accountability for their misconduct/actions.
- Staff will inform the parent/guardian of the behavior and action steps taken. Depending on the misconduct and progressive misconduct leading to the issue at hand, time off from the program as a suspension up to expulsion may be served as a consequence.*

Immediate Dismissal from Program: The department reserves the right to remove and expel a participant from a program if their behavior endangers the safety of themselves or others. Examples of cause for immediate dismissal could include: theft of property, possession of weapons, harassment, acts of severe verbal or physical abuse or harm to self or others, and/or physical or verbal threats to safety.*

**Final decisions in response to misconduct are based on the severity of the behavior or actions and are determined on a case-by-case basis by recreation administrators. In cases of participant suspension or expulsion, program fees, if applicable, are not refunded.*

INCLUSION AND NON-DISCRIMINATION STATEMENT

The Recreation and Community Services Department is committed to a culture of inclusion, in which we provide recreational programs and services that are accessible and equitable to the community. We strive to share a diverse array of ideas, opportunities, and experiences for all participants. The Department follows the City's policy on discrimination and harassment, which protects from discrimination and bullying on the basis of age, color, disability, familial status, height, weight, marital status, national origin, political affiliation, race, religion, sex/gender (including gender identity and expression), sexual orientation, veteran or active duty military status.

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COMMUNICATION

Please send in a note, talk with the staff directly, or contact the program coordinator at 860.826.3360 to pass along important information regarding your child. Any changes regarding your child must be made to the New Britain Recreation and Community Services Department. This includes: transportation changes, changes to emergency contacts, allergies, medical conditions, custody documentation, etc.

IMPORTANT CONTACT INFORMATION

New Britain Recreation & Community Services Department

27 West Main Street, room 302

New Britain, CT 06051

860.826.3360

newbritainrec.com

EKC (elementary school) Coordinators:

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After School Program Coordinator

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