

Memo

To: Rush After school parents/guardians
From: Patricia Stephens, Recreation Supervisor
Date: 4/6/16
Re: 2016-2017 After school

A \$20.00 deposit is acceptable when reserving an after school space for your child at any time for next year's program. Please deduct that amount from your 1st quarterly payment.

We are requesting this fall that all after school applications be completed with the remaining first quarterly payment by **August 12th 2016**.

Please make sure the days you have selected at the bottom of your child's after school application are correct and that you have notified the Leary Main office. Please let me know if you have any questions. Thank you

**Rush Recreation Department
AFTER SCHOOL PROGRAM – 2016-2017 SCHOOL YEAR
REGISTRATION FORM**

Program Site: Monica Leary Elementary School Cafeterium

The goal of this program is to provide a safe, structured, supervised environment where your child can play and interact with friends. Program activities include arts & crafts, games, outings, and gym time. The program runs from school dismissal until 5:30 p.m. each full day of the school calendar.

The program fee is based on a Monday through Friday registration. Quarterly payments are as follows for residents, and non-residents of Rush. The due dates are located in the handbook. Please write them on your calendar. Thank you.

| | <u>Resident</u> | <u>Non-Resident</u> |
|---------------|-----------------|---------------------|
| 5 days a week | \$474.00 | \$570.00 |
| 4 days a week | \$380.00 | \$456.00 |
| 3 days a week | \$285.00 | \$342.00 |
| 2 days a week | \$190.00 | \$228.00 |
| 1 day a week | \$95.00 | \$114.00 |

Please complete the following registration form and return it along with your initial payment to the Rush Town Clerk's Office. Checks should be made out to the Rush Town Clerk, 5977 East Henrietta Rd Rush NY 14543. Please complete a separate form for each child registered. You are only required to come to the town clerks office for the first quarter. There is a hand book that is given upon registration.

-----**Cut / parent/guardian to keep upper half of sheet**-----

Child's Name: _____ Grade: _____ Age: _____

Parent/Guardian's Name: _____

Address: _____
(Please add street, town and zip code)

E-mail address: _____

Home Phone #: _____

Work Phone# (mother or father): _____

Cell phone (mother or father):# _____

Emergency Contact: _____

Emergency Phone #: _____

Family Relative/Emergency contact: _____

(WE MUST BE ABLE TO REACH SOMEONE IN AN EMERGENCY, PLEASE NOTIFY US IF YOUR PHONE NUMBERS CHANGE)

Doctor's Name: _____ Phone #: _____

Additional pertinent information that staff should be aware of:

Please check the days which your child will attend the program:

All days _ Monday _ Tuesday _ Wednesday _ Thursday _ Friday _

My child has permission to participate in the Rush after School Program and authorize the program staff to act for me according to their best judgment in any medical situation. I acknowledge that the Recreation Department does not provide accident insurance for program participants. I agree to hold the Town of Rush; it is employees and agents harmless for any accident or incident occurring while my child participates in the program. I allow my child to attend any outings scheduled by the after school staff.

Parent/Guardian Signature: _____ Date: ___ / ___ / ___

Amount Paid: _____



Town of Rush Recreation

After school program

2016-2017 Handbook

Monica Leary Elementary

School

PARENTS/GUARDIANS
Important
PROGRAM INFORMATION
PLEASE READ

- Children are to meet in the cafeteria upon dismissal of school.
- Children are to be picked up **no later than 5:30pm.** **If Possible please be there at 5:25PM.**
- 1st offense is a verbal warning;
- **2nd offense is a LATE PICK UP CHARGE of \$30.00 after 5:30PM sharp at the discretion of the after school Director and assistant.**
Another charge of \$30.00 will be added To your cost for every 5 minutes you are late.
- Parents must sign their children out for them to be released.
- A signed note for the parents will be needed if someone other than a Parent is picking up the children.
- Children should come prepared to play outside.
Program leaders must be informed of any food allergies or special Medical conditions your child may have and important phone numbers.
- THERE MUST BE A DESIGNATED RESPONSIBLE PERSON TO PICK UP YOUR CHILD FROM THE RUSH AFTER SCHOOL PROGRAM. IF NO ONE PICKS UP YOUR CHILD BY 6:00PM THE RECREATION SUPERVISOR WILL NOTIFY CHILD PROTECTIVE SERVICES. WE CANNOT TAKE YOUR CHILD HOME OR BRING THEM TO OUR HOME.
- Vacations are excluded from pricing. Make up days are not allowed. Staffing is based on registered numbers for that day. Parents are responsible for supplying their children's Epi Pens and Inhalers. It is the parent's responsibility to make sure their children's Inhalers and Epi pens are not expired. We are qualified to administer the Epi Pens, but NOT the inhalers. The child must be able to self administer the inhaler.

**IF THERE IS A CHANGE IN YOUR CHILDS
SCHEDULE YOU MUST LET THE RUSH AFTER
SCHOOL STAFF KNOW BY CALLING 585-314-8537
AND THE LEARY MAIN OFFICE AT 585-359-5460.**

To be kept in a safe place

| | |
|-----------------------------|----------|
| Leary School | 359-5460 |
| Rush Recreation Office | 533-2340 |
| After school Cell Phone | |
| To contact Counselors | 314-8537 |
| phone is on M-F 2:00-5:30PM | |

The Counselor that will be running the 2016-2017 Rush after school program will be Cheryl Rouleau. Cheryl has been in charge of the Rush after school program for 16 years. Cheryl Rouleau through the direction of the Rush Recreation Supervisor will be notifying you about monthly events, or any other issues.

SNACKS

The Rush after school program will provide the daily snacks. The cost of the snacks is included in the after school fee.

PAYMENT POLICY

We can no longer allow late payments past 15 days due. If quarterly payments are later than 15 days you will receive a warning via e-mail. If we still do not receive a total quarterly payment after 15 days you will be asked to make other arrangements for your child after school. Thank you.

The payment for the after school program is based on Monday through Friday registration. The program runs from 2:00PM-5:30PM. The after school payments are broken down into 4 quarters throughout the school year. The cost is per child.

| | |
|-------------------------|--------------------------------|
| 1 st Quarter | at registration |
| 2 nd Quarter | November 4 th 2016 |
| 3 rd Quarter | February 17 th 2017 |
| 4 th Quarter | April 21 st 2017 |

| | Resident of Rush | Non-resident |
|---------------|------------------|--------------|
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Welcome to the Rush after school program!

RUSH RECREATION DEPARTMENT 2016-2017 AFTERSCHOOL RECREATION PROGRAM

PROGRAM BEGINS ON SEPTEMBER 6th
AND ENDS ON JUNE 21st 2017.

The Rush Recreation Department's after school program is ran out of Monica Leary School cafeteria from 2:00pm to 5:30pm. The goal of the program is to provide a structured, supervised, fun and caring environment for the participants. Activities include games, arts & crafts, outings and gym time. The program will follow the Rush-Henrietta School District calendar year. School is closed on the following dates; therefore there will be no after school program.

First day of school September 6th;

| | |
|---|---|
| October 10 th | Columbus Day |
| November 11 th | Veterans Day |
| November 21 st -22 nd | Conference days (No school K-12) |
| November 23 rd -25 th | Thanksgiving Recess |
| December 26 th –January 2 nd 2017 | December Recess |
| January 16 th | Martin Luther King Jr. Day |
| January 27 th | grading day (No school K-12) |
| February 20 th -24 th | Winter recess |
| April 3 rd | Superintendent's Conference Day (No school) |
| April 14 th | Good Friday (No school) |
| April 17 th -April 21 st | April recess |
| May 29 th | Memorial Day |

Last day of school June 21st is the last day for K-8 students

If a snow day is declared by the Rush Henrietta School district the Rush after school Program **will not** run. If school is let out early the children will be directed to the cafeteria where a Rush recreation staff member would meet them. **You will be notified immediately if the after school program needs to close early due to dangerous weather conditions.**

Rush after school child code of conduct

Must be reviewed with child and signed

1. I will not harass or intentionally physically and/or verbally hurt anyone in the Rush or Henrietta after school program.
2. I will follow the rules that the counselors review with me at the after school program.
3. I will not go anywhere in the school without permission from the after school counselor.
4. I will not bully, demean, or make fun of any person at the Rush or Henrietta after school program.
5. I will not take anything that does not belong to me without permission.
6. If I have a problem during the after school program I will seek the help of the after school staff.
7. I will ask to use items at the after school program.
8. If I feel ill or hurt I will tell the after school counselors.
9. I will only use the after school cell phone for emergencies, and will ask permission to use the cell phone.
10. Be respectful and kind to all staff and peers at the after school program.
10. When in the gym or outside I will not hurt anyone on purpose.
11. When I am on an outing for the after school program I will stay with the counselors and not talk to strangers.
12. I will follow the school rules regarding outside playgrounds and school property.

I realize that if I do not follow these rules I will receive a verbal warning from the after school counselor(s) and my parents informed of the warning. If I continue the bad behavior after I have received a warning I will be suspended from the Rush after school for a designated amount of time decided by the after school counselor. If the problem continues I will be removed from the after school program permanently.

Childs signature: _____

Parent's signature: _____

Return to Recreation Supervisor or Rush after school director

Rush after school Code of Conduct 4/11/13, reviewed 3-31-14, revised 6-25-15, Reviewed 4-6-16