

# **KAST OF HANOVER (KIDS AFTER SCHOOL TIME)**

## **2015-2016 Parent Handbook**

### KAST PROGRAMS:

Grades K-3 @ Bernice A. Ray Elementary School: Home base--Staff Room

Land Line #: 603-643-2411

Grades 3-6 @Richmond Middle School: Home base -- Cafeteria

Mobile Phone #: 603-252-1003

After School Study @ Richmond Middle School: Location-- Library

Nicole Leonard, Out of School Time Program Director

(603) 640-3306

Email: [Nicole.Leonard@hanovernh.org](mailto:Nicole.Leonard@hanovernh.org)



Hanover Parks & Recreation Department  
48 Hanover Street  
Hanover, NH 03755

### **General Information**

KAST follows the Dresden/Hanover School District Calendar and is not in session on snow days. The days and hours of operation are: Monday, Tuesday, Thursday & Friday from 2:45 pm – 5:30 pm and Wednesday from 2 pm – 5:30 pm (noon on early dismissal days).

### **Sign in Locations:**

ALL 3rd, 4<sup>th</sup> & 5<sup>th</sup> graders will meet us in the GYM  
2<sup>nd</sup> graders will meet us in the MULTI  
Kindergarteners & 1<sup>st</sup> graders will be met in their pod

\*After Sign in Ray School students attending KAST- Adventurers will head to RMS via "Walking Bus" from the Ray. It is important that we all meet and travel together for attendance and safety purposes. Please note that we will continue to walk in the winter so please be sure your child comes with appropriate clothing. The program *is not* in session during School closings or Snow Days.

### **Field Trips for Adventurers**

Field trips are planned for *at least* every other Wednesday (except in winter). Transportation will be provided by First Student or Advance Transit.

### **Tuition**

Monthly fees are paid September through May. Your registration payment will cover the month of June. Tuition is paid in advance each month. The first payment must be made at the time of registration. All subsequent monthly statements will be sent via email. When you receive your statement simply drop off a check written out to "Town of Hanover" in the black mailbox labeled "KAST" to the right of the entrance or mail it to:

Hanover Parks & Recreation Department  
KAST

48 Lebanon Street  
Hanover, NH 03755

(Payments will not be accepted on-site at the Schools)

**A non-refundable registration payment will be collected in May 2016 to hold your 2016-17 space. This payment will be used towards your June 2017 payment.**

### **Fees:**

#### **KAST**

\*Monthly cost for 5 day enrollment: \$325

\*Monthly cost for 4 day enrollment: \$260

\*Monthly cost for 3 day enrollment: \$195

\*Monthly cost for 2 day enrollment: \$130

### **Drop-in Policy:**

If space is available, students may come to the program for an extra day at a cost of \$20.00 per day/\$25.00 on Wednesday. Families need to email the Out of School Time Program Director 24 hours in advance to request a drop-in day.

### **Pick up Procedure:**

*Families need to come into the building* to sign a student out of the program. Communication between families and program staff is important as well as the safety of each student. A release form must be filled out if you would like your child to walk home alone. Students at KAST Adventurers can be allowed to leave the program on his/her own if parents have filled out a transportation form in advance.

The doors of the school will be locked at 5:30pm. **Anyone arriving to pick up a student after 5:30pm will receive a late fee of \$1.00 per every minute past 5:30pm** to be paid at the Parks and Recreation Department. Repeated late pick up may jeopardize your child's enrollment at KAST.

### **Absences:**

Families need to contact the Program via email ([absent@kidsafterschooltime.org](mailto:absent@kidsafterschooltime.org)) by 2:30 on M/T/TH/F and by 1:45 on Wed or by phone 643-2411 Explorer land line or 603-643-2411 Adventurer cell phone before the school bell rings.

### **Inclement Weather Policy**

In the event that after school activities are canceled due to inclement weather, families will be contacted by email asap. One staff member will remain on-site at each program to be sure all students have another plan of action for the afternoon. Please review this plan with your child ahead of time.

### **Code of Conduct:**

If a student continuously engages in disruptive behavior, the Out of School Time Program Director and Site Supervisors will work closely with his/her family to explore ways of addressing the problem. We reserve the right to send a child home or refuse attendance to any student whose repeated disruptive behavior jeopardizes the program and or its participants.

All school rules apply at the program. Students will be sent home and or suspended for violence, stealing, destruction of property, injury to staff or students, or verbal abuse.

**Medical Information:**

The program requests parents provide all necessary medical information to program staff via the registration form or by contacting the Out of School Time Program Director. The Hanover Parks and Recreation Department adopted a new policy on 8/13/12 in regards to concussions. Please go to [http://www.hanovernh.org/Pages/HanoverNH\\_Recreation/index](http://www.hanovernh.org/Pages/HanoverNH_Recreation/index) for more details.

**Withdrawal Process:**

Students can be withdrawn from the program or drop a day with a full month's notice (ie: notice given BY October 1<sup>st</sup> for November 1<sup>st</sup>) *by requesting a change of schedule at* [www.kidsafterschooltime.org](http://www.kidsafterschooltime.org). Students can add days to the program on the schedule/change request form as well. Changes in schedule are not accepted for *September*, changes in schedule can begin as of October 1<sup>st</sup>.

**Illness:**

Students who are not feeling well will be assessed by program staff. Students will be sent home for vomiting, fever, diarrhea, persistent sore throat, drainage from eyes, suspected head lice, or any other communicable sickness or disease.

Families will be notified in the event a student receives an injury requiring treatment beyond basic First Aid.

Lead staff is certified in First Aid and CPR.

**Communication:**

Please communicate any questions or concerns about your student's after school experience to Nicole Leonard, Out of School Time Program Director. We welcome positive feedback as well as constructive criticism and are always looking for ways to improve the program. New members are always welcome on the KAST Advisory Committee which meets 2 or 3 times per school year, please contact Nicole if you are interested.