

REDDING PARK AND RECREATION DEPARTMENT
Office location: Redding Community Center ("RCC")
(Directly behind the Redding Elementary School)
Website: townofreddingct.org

EXTENDED DAY 2025-26

"OWNER'S MANUAL"



A world of fun for grades K - 4

Location: RES Cafeteria, playgrounds, fields, gym, 1st & 2nd grade wing
Plus Redding Community Center
Hours: end of school day until 6:00pm

Hailey Jorge: Director of Extended Day Programs
Noah Weaver: Recreation and Extended Day Coordinator

Rob Blick: P&R Director
Deelia Wadsworth: P&R Assistant Director
Tracie Bozzuti: P&R Administrative Assistant

Park and Recreation Office: 203-938-2551

Mon.-Wed. 8:30am-5:30pm Thurs.'til 6:00pm Closed Friday



Dear Parents of Extended Daylings,

The Extended Day staff welcomes you to our after-school recreation program. Our primary goal is to provide a safe and comfortable environment with lots of recreational opportunities for your children. Our program offers a wide range of activities for your child to choose from. Additionally, with advance notice, we can even escort your child to and from other Park & Rec activities that take place on the RES + RCC campus. We provide an atmosphere of safe, friendly and inclusive fun. Our staff is composed of a team of adult supervisors, a few senior staff members, and a large group of teenaged counselors, primarily from JBHS.

As you will see in our **Behavior Agreement**, respect for each other's feelings, bodies and belongings tops our list of priorities. Good manners are intricately tied to all our goals. We emphasize behaviors such as saying "hello" and "goodbye", holding the door for the person behind you and helping others as needed. These practices help make everyone feel more connected to each other. At Extended Day, we provide your children with opportunities to engage with a diverse range of age groups, helping them practice respect and cooperation while becoming positive, productive members of our mini-society. Please help us by reinforcing these and all the basic social graces with "our" children.

We count on your support and input throughout the year. Please keep us in the loop when there are major events that may affect your child's behavior, mood or general health. Often, we can help make challenging times a bit easier.

Out of respect and caring for our friends with severe allergies,
Extended Day is a NO-NUT ZONE!

Thank you for your cooperation. Together we can provide a nurturing, positive and enjoyable experience for our children.

Hailey, and the entire Extended Day Staff

YEARLY REGISTRATION:

Inclusion statement: Redding Park and Recreation programs are inclusive of all who wish to participate. We do not discriminate on the basis of race, color, national origin, gender, religion, age or disability in provision of programs and services. Individuals with disabilities are encouraged to register for activities. The Redding Parks & Recreation Department is complying with the Americans with Disabilities Act, Public Law 101-336. The law addresses issues of accessibility of facilities and programs. Reasonable program accommodations will be made on a case-by-case basis to allow people with disabilities to both participate in, and benefit from our programs. The ADA does not require the Town of Redding to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden. If you need an accommodation, please contact us well in advance so that we can begin the process of making our programs available to all.

Children can attend our program either on a regular schedule or on an occasional use basis; both require advance notice. Registration begins in July and is ongoing throughout the school year as long as openings exist. **Enrollment is on a first come, first served basis.**

It is important to know that it is likely that days will fill up, ***especially RES's early dismissal days***. The registration packet and calendar forms for monthly sign-up are available **ONLINE** at www.townofreddingct.org or in the Park & Recreation office.

All **initial registration forms** with payments should be **brought into the Park and Rec office**. Initial registration must be submitted **at LEAST ONE WEEK** prior to your child attending Extended Day. After the initial registration process is completed in person, subsequent monthly sign-up can be done completely **ONLINE** or filled out in person at Community Center (RCC). Please visit the town's website for online registration at townofreddingct.org. Online registration closes at **11:59 PM** the day **BEFORE** attendance. **Instructions for online registration are provided below:**

Our **initial registration** process requires:

1. Registration fee of \$35 per child.
2. Completed Behavior Agreement (signed by your child and you!)
3. **If applicable, Administration of Medication form along with Action Plan and with non-expired medication in its original container with child's name.*

Our **online** registration process (only after initial forms and registration fee are processed):

1. Go to townofreddingct.org
2. Hover over "Park and Rec"
3. Click "Online Registration"
4. Complete Extended Day prerequisites
5. Pay registration fee
6. Scroll down and click "Extended Day Online Registration"
7. Select the days you would like your child to attend

This link will bring you straight to the online registration portal: [Extended Day Online Registration](#)

2025-2026 FEES

Please note fees have changed!

Registration fee: \$35.00 per child, one time per school year

REGULAR DAILY ATTENDANCE FEE:

MINIMUM DAY FEE:

Time Slot

Fee

2:50 - 6:00..... \$31.00

Time slot

Fee

12:50 - 6:00..... \$41.00

Payment must accompany the appropriate sign-up calendar(s). Even **if two parents share the responsibility of payment, full payment must accompany the calendar form. Calendar sign-up forms cannot be accepted with partial or no payment attached. Two checks or 2 credit cards with one calendar is acceptable.*

RES EARLY DISMISSAL DAYS

Yes, Extended Day is in session on **scheduled RES early dismissal days**. Dismissal for all grades on early dismissals days is either 12:30 or 12:50, depending on the RES calendar. All early dismissal days will be listed on the Extended Day sign-up calendars

as soon as we are made aware of them. There is no second bus on early dismissal days. Early dismissal days **will** fill up!

There is NO Extended Day when there is no school OR when school is dismissed early for inclement weather, lack of electricity or water, etc.

CREDIT AND REFUND POLICY

No credit given for any scheduled day that your child does not attend except:

1. With 10 or more business days' notice, you will receive a 50% refund
2. With 6-9 business days' notice, you will receive a 25% refund.
3. 5 business days' notice or less, no refund will be issued.
4. Full credit is given when Extended Day is canceled due to snow day or early dismissal due to inclement weather or other unforeseen circumstances.
5. No refunds will be issued for no shows.

FINANCIAL AID

Financial aid applications can be submitted to the Town's Social Service Department, located in the Redding Community Center. Applications are available at the Social Services office (203-938-3580), located in the opposite end of the Redding Community Center from Park and Recreation office.

ABSENCES

We kindly ask to be notified via email or phone call if your child will not be joining us on a day he/she was originally registered. (**Call 203-938-2551**). Please make sure that **SCHOOL DISMISSAL MANAGER** (SDM) is updated as early as possible, preferably before 9:30am, when we receive our SDM report for the day. Please keep in mind that it is not the school personnel's responsibility to call us or to deliver messages or payments.

PLEASE:

1. Familiarize yourself with Redding Elementary School's SCHOOL DISMISSAL MANAGER (SDM) system. You will need to use it for all days your child attends Extended Day.
2. Call Park and Rec (203-938-2551) as early as possible whenever your child is not coming on a day previously registered.
3. When your child is attending, please make sure that all the information that we need is included in your SDM posting, for example "Extended Day: note...also P&R karate 4-5 and back to Extended Day" or "Extended Day: note.... soccer practice 4:30 – 6:00 on RCC#2 with Coach Smith and not back to Ext. Day".

SNOW DAYS and Other Unscheduled Cancellations

Extended Day is canceled and 100% credit is applied only when:

- ❖ School is closed completely due to inclement weather, power outage, etc.
- ❖ School is dismissed early due to emergencies like extreme weather conditions, loss of power, over-whelming heat or other unexpected causes.

**PLEASE make sure you know the special instructions for SDM for days when there is unscheduled early closing due to weather or other unforeseen circumstances.*

CHILDCARE STATEMENTS

Childcare statements for income tax or other purposes can be downloaded from the website (www.townofreddingct.org) or requested from the Park and Rec office.

HOMEWORK

We also offer ***“Homework Club”*** at Extended Day. Homework time is ***4:30 – 5:30 Monday through Thursday***. We provide assistance, not tutoring, with the children’s homework upon enrollment. If you prefer that your child do their homework or at least get a good start on it each day, please enroll them in this club. Homework Club enrollment can be done by emailing/calling/speaking to Hailey. OR you could simply indicate it with a note on your registration form. We do not have access to computers for homework. **Every** child is welcome to get a start on their homework, even if not officially enrolled in the Homework Club. It will be your child’s responsibility to bring everything they need from their classrooms to get their work done. **Children and parents are not allowed to go back to their classrooms after dismissal to get forgotten items for security purposes!**

SECURITY AND DAILY CHECK OUT PROCEDURES

For daily pick-up:

1. If the weather is reasonable, please check the K-2 playground first for the Extended Day group.
2. If the weather is not so nice, pick up will be at the cafeteria door.

We thank you in advance for your understanding and flexibility

- ❖ ***Every parent, every day must check out in person verbally with the Extended Day Supervisor on duty.***

- In addition to keeping your child safe, we often have important news for you.
- If we are outside on one of the RES playgrounds, simply ask any Extended Day staff member for the supervisor on duty.
- If it is a day when we need to be at the RCC, please check in the Community Room. The Community Room is the large room in the center of the RCC building.
- We will not release your child to anyone who is not on your authorized pick-up list without WRITTEN consent from an authorized person.
 - An Email to Hailey and Tracie is the most reliable option.
- Any individual arriving at the Extended Day program who is unfamiliar to us will be asked to show photo identification.

It is our policy and our sincere hope that the children, parents and staff make eye contact and say “Good-bye” before leaving each day. Please help!

LATE PICK-UPS

The program concludes **promptly at 6:00 p.m.** Any child that is picked up after 6:00pm is considered a “late pick-up”. The late pick-up fee is **\$20.00 for each 15 minutes or part of 15 minutes after 6:00.** This fee is automatically charged to your account and must be paid within a week. After two late pick-ups, we reserve the right to ask you to make other childcare arrangements for your child. Please think about a back-up plan before you need it!

COMMUNICABLE DISEASES/HEALTH ISSUES

The Extended Day program has the following policies concerning communicable diseases and other health related issues:

- In the event a child contracts head lice, the Park and Rec office must be notified immediately, and the child may not return to the program until **ALL** evidence of lice is gone. ***This means no nits may be present when the child returns.***
- In the event of chicken pox, strep throat, mumps, conjunctivitis or other communicable disease, **parents must notify the Park and Rec office immediately.** Children may not return to the program until all contagious conditions have cleared. A doctor’s note may be requested.
- Parents need to notify Park and Rec’s Extended Day supervisors ASAP of any new medical conditions. It is not the school’s responsibility to inform us.

- If children go home sick from school, they are not allowed to return to Extended Day that afternoon.
- If a child's activities need to be modified or monitored due to recent surgery, a broken limb, etc., you will need to contact the Extended Day supervisors prior to the child attending.
- Children are required to wash hands for "20 seconds of suds!"

DISRUPTIVE BEHAVIOR

The Extended Day staff will do everything within reason to provide a positive experience for every child in the program. If at any time during the school year your child's behavior interferes with the positive experience of the rest of the group, we must work together...the child, the parents and the Extended Day staff...to try to modify that behavior to better meet everyone's needs.

Behaviors that cannot be tolerated **include but are not limited to** the following: disrespecting adults, teens or other children, hitting, spitting, biting, bullying, damage to property or verbal abuse.

In more serious cases, the children will be responsible for describing their misbehavior in written form. This written account will be shared with parents but kept in the child's file at Extended Day. These letters serve as not only a personal and accurate account of behavior but also affords the child the opportunity to take full responsibility for their actions. The child, the parents and Extended Day staff will work as a team to improve the behavior.

If our joint efforts fail and the negative behavior continues, the Supervisors of Extended Day reserve the right to suspend your child from the program for all or part of the remainder of the school year. The same may be true if we fail to receive appropriate cooperation from parents with issues we find serious.

We are trying to be abundantly clear about what you can expect from Extended Day and its staff. Along with that, we want you to be clear about what we expect from our Extended Day families. Over the years, we've learned that most problems can be

prevented with clear and open communication. To that end, we have created a tool to help achieve our goals. At the end of this manual, please find our **Behavior Agreement**. Please read, discuss and sign with your child. It is a required part of the registration process.

ADMINISTRATION OF MEDICATIONS/SUNSCREEN

Medications:

The Extended Day supervisors will only administer medications with a current, clearly written, official Redding **Park and Recreation Administration of Medication** form signed by both the doctor and parent. This gives Park and Recreation staff permission and specific directions for administering the medication.

At least 1 week prior to the first day of your child's attendance, parents must deliver the medication and forms to the Park and Recreation office in original container(s) with the child's name on the prescription label. This includes EpiPens, Benadryl, inhalers, etc. At the end of the school year, or when the medication expires, parents will need to come in and pick up the medication. We do not hand off medications to another program.

Sunscreen:

You may hand deliver sunscreen in its original container, clearly and permanently labeled with your child's name, to Extended Day supervisor. If this is not possible, please send it in the backpack. Before we go out each day, your child can apply his/her sunscreen or if help is needed, we will squirt sunscreen in your child's hand and they themselves will distribute it over their exposed skin. We also suggest spray sunscreen to make it easier for your child to apply it themselves.

ADDITIONAL ACTIVITIES

Parents must provide schedules with times, dates, instructor names and locations of any activity that you expect us to take your child to or from. Please include all the details in your School Dismissal Manager notes.

Examples:

"Extended Day plus 4:10 – 5:10 basketball at RCC and back to Extended Day"

"RES Reading Club 2:50 – 4:00 and Extended Day to pick up"

"Extended Day plus 4:30 soccer on RCC#1 with Coach Smith; parent to pick up at field."

WHAT TO BRING AND NOT TO BRING TO EXTENDED DAY

We provide snack every day at about 3:00 here in our **NO NUT ZONE** program. It is not necessary to send snack unless there are specific dietary restrictions. If your child has any significant allergies, it is of course necessary that you discuss this with the Extended Day supervisors well in advance of attendance. In extreme cases, it will be necessary for you to send an approved, labeled snack in your child's backpack and inform the supervisors. Proper outdoor clothing appropriate for the weather is a must, as well as sneakers or shoes that are good for running. **PLEASE LABEL EVERYTHING!**

Extended Day has lots and lots of toys and games for the children to play with. **Children should not bring any toys or games to Extended Day.** Expensive electronics, like cell phones or handheld games are not allowed. Any types of trading cards or toys are strongly discouraged. Not only do the children risk losing or breaking these items but there are invariably unnecessary arguments and hurt feelings amongst the children when it comes time to share...or not to share.

Generally, anything that the school prohibits, we do as well. Please do not send the child with meds in their backpack!

NOTE: we ask that all kindergarteners have a labeled change of clothes left at Extended Day – shirt, pants, underwear and socks in a bag with child's name on it.

Please **do not bring any dogs or other pets** to Extended Day or to our playground or inside any Extended Day areas. We invariably have children and/or staff members with severe animal allergies.

Each and every day of this program the staff and children try to enjoy the great outdoors. It is important to label all their gear in permanent marker and that it is suitable for active play and the occasional messy art project or snack.

THANK YOU!

When you are ready, please complete and return all the applicable paperwork which includes:

1. **Online registration form.** *(required)*
2. **Important Information form.** *(required)*
3. **Behavior Agreement*** that you need to review with your child.
*Both child and parent need to sign this form. *(required)*
4. **Payment** of annual, one time per child **registration fee (\$35) plus total due for days you are reserving.**
5. * If your child needs medication administered while at Extended Day, we must have an updated **Administration of Medication form** and detailed **“Action Plan”** from the doctor along with current medications in their original containers. Please have all the meds and forms in the P&R office at least a full week before your child’s first day with us.
6. **Please keep in mind that **any special accommodation or extra support** your child might need will take extra time to put into place, so please contact us as early as possible, preferably 2 weeks in advance of desired attendance. This should also be noted clearly on “Important Information” form of your registration packet.

Thank you for your anticipated understanding, patience and adherence to our policies for 2025-26.

Hailey Jorge
Extended Day Director

EXTENDED DAY REGISTRATION 2025-2026 *(required!)*

Child's name: _____ Birth date: _____
Bus: _____ Teacher: _____ Grade: _____ Sex: M F
Family's mailing address: _____

Parent #1: _____ Home#: _____
Work phone () - _____ - _____ Extension: _____
Cell _____ Workplace: _____

E-mail address _____

Parent #2: _____ Home#: _____
Work phone () - _____ - _____ Extension: _____
Cell _____ Workplace: _____

E-mail address _____

Marital status: _____ Custody status: _____
Siblings/ages: _____

IF PARENTS CANNOT BE REACHED, CONTACT:

Name: _____ Relationship: _____
Home: _____ Cell: _____

Allergies: Yes__ No__ If "yes", please list all details on next page!

AUTHORIZED PICK-UP LIST: _____

The above child has my permission to participate in the Extended Day Program. I have read the 2025-26 Extended Day Owner's Manual, including the Behavior Agreement, and agree to follow the program's policies and procedures. I understand that the Town of Redding has no accident insurance and that costs incurred due to injury to the child listed above while participating in the Extended Day program are my responsibility. I release and hold the Town harmless from any injuries incurred in Town recreational activities. I understand photos of my child may be used by the Park and Recreation Department for promotional materials or advertising unless I notify Park and Recreation in writing.

_____/_____/_____

(Parent's signature) (Printed name) (Date)
EXTENDED DAY IMPORTANT INFORMATION (required!)

This information is confidential to Extended Day staff unless it is needed for medical reasons.

Child's full name: _____ Date of birth: _____

Name of child's doctor _____ Phone # _____

*Any Extended Day participant who needs medication administered during program hours must have Redding Park and Recreation's "Authorization for the Administration of Medicines Form" filled out by the child's doctor and turned in to the P&R office with the medicine in its original container **one full week before attending Extended Day**. Forms available at P&R office or the town's website, www.townofreddingct.org.

List the order in which you want calls made in case of an emergency:

	Name	Relationship to child	Phone number(s)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Please help us serve your child better by updating this information in writing if it changes. Again, thanks!

1. Are there any special accommodations that your child requires, such as 1:1 supervision or outside services
No ☐ Yes* ☐

***If Yes, you will need to notify us at least TWO weeks in advance of first attendance.**

Please indicate the needs below. The appropriate person from the department will follow up with a phone call upon receiving this form.

2. Is your child **allergic** to ANYTHING? If yes, **list allergens, symptoms and treatment**:

3. Is your child **under medical care** for any illness or condition? Please describe.

4. What **medications** is he/she taking NOW and for what condition? (Please include any medications he/she has taken regularly or recently discontinued.)

5. Does your child wear **eyeglasses**? _____ At all times? _____ For close work only? _____

6. **Other information:** _____

I give my permission for the Extended Day Supervisors or their designate to treat my child in the event that the parent or guardian cannot be reached in an emergency.

Parent's signature _____ **Date** _____

Parent's printed name _____

EXTENDED DAY BEHAVIOR AGREEMENT (required!!)

Parents: Please complete this form with your child, making sure that your child understands the contents before you both sign it.

Thank you! Extended Day

I, (child's name) _____, understand that Extended Day is a place where children can be safe, have fun, learn and make friends. I will try to behave in a way that helps this happen for me and everyone else in Extended Day.

I will try to learn and follow the rules of Extended Day.

I will try to be respectful of others, both children and grown-ups. This means having respect for other's feelings, their bodies, their belongings and their health.

This also means using my very best manners every day. I will try to say "Hello", "Goodbye", "Please", "Thank You" and "Excuse me" a lot! I will try to say "Goodbye" to the Extended Day supervisor and staff every day before I leave.

I will try to make eye contact with grown-ups and my friends when I talk to them.

I will try not to bring any toys, games or extra personal belongings from home to Extended Day. They have lots for me to play with at Extended Day.

I will try to never bring nuts of any kind to Extended Day because some of my friends there have very bad allergies. Extended Day is a "NO~ NUT ZONE."

I will try to wash my hands for at least 20 seconds of suds when near a sink or with hand sanitizer. I will try to do this as often as needed and always before I eat snack and after using the bathroom or sneezing or coughing.

I understand that the grown-ups and my parents will do what they can to help me understand and keep this agreement. I also understand that there will be consequences for me if I do not keep this agreement. The consequences could be: writing letters about my behavior; having meetings with my parents and Extended Day Directors, and if all else fails, even being asked to leave Extended Day.

Child's signature _____

Parent's signature _____ Date _____

AUTHORIZATION FOR THE ADMINISTRATION OF MEDICINES
BY REDDING PARK AND RECREATION PERSONNEL

The Connecticut State Law and Regulations require a physician's or dentist's written order and parent or guardian's authorization for a Park and Recreation Department employee, or nurse employed by the Park and Recreation Department to administer medications.

Medications must be in the original, pharmacy prepared containers and labeled with name of child, name of drug, strength, dosage, frequency, physician's or dentist's name, and date of original prescription

PHYSICIAN'S OR DENTIST'S ORDER

Name of Child _____ Date _____

Address _____ Date of birth _____

Conditions for which drug is being administered during hours of Park and Rec. activity _____

DRUG: (Name, dose and method of administration) _____

Time of Administration _____

Medication shall be administered from _____ to _____
Date Date

Relevant side effects to be observed, if any _____

If there are any side effects, plan for management _____

Is this a controlled drug? _____ If yes, DEA number _____

Physician's/Dentist's Name _____ Telephone # _____

Address _____

Physician's or Dentist's Signature _____

Park & Rec. Employee _____

To Redding Park & Rec. Personnel:

I hereby request that the above medication, ordered by the physician/dentist for my child,

_____, be administered by Park & Rec. personnel. I understand that I must supply Park & Rec. with the prescribed medication in the original container dispensed and supply of said medication. I understand that this medication will be destroyed if it is not picked up within one week following termination of the order or one week beyond the close of school for the summer.

Name (print) _____

Signature _____ Relationship to child _____

Address_____Telephone_____