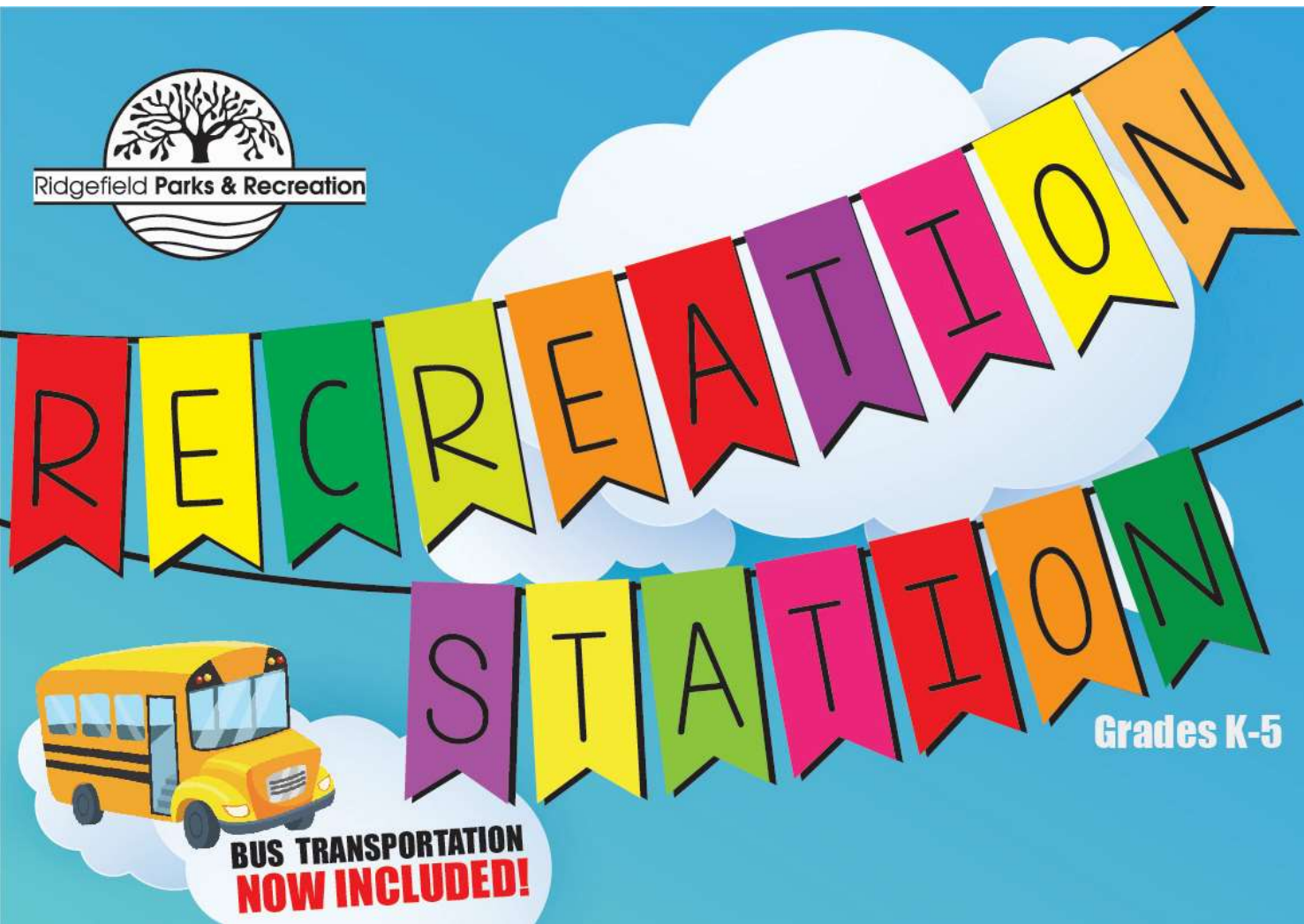




Ridgefield Parks & Recreation



Grades K-5

# 2023-2024 Parent Guide

## Recreation Station

This after-school care program provides your child a safe environment for structured play, physical activity and social engagement. It's a place for kids in grades K-5 to come spend time with friends after school, while they toss, tumble, race, and play the afternoon away. Activities may include outdoor play, sports, art time or homework help. This supervised program is perfect for keeping your child healthy and active, and is available after school until 6:00 pm.

New this year: the cost of the Stop and Go bus service is included with Recreation Station. When you register your child for Rec Station, your child will take the bus from school, directly to the Rec Center. Our counselors will be waiting to accept the children off the bus and escort them to the Rec Station room(s), and/or any of the other after-school programs your child is registered for at the Rec Center.

When registering for Recreation Station, please be sure to register for your child's school and include any medical concerns we should know about your child (see more details below).

One week prior to the start of the Recreation Station, you will receive an email from us confirming more details. Please watch out for this email, as we may have questions and need to hear back from you.

### Key points:

- Runs on school days, Monday to Friday (full days only), after school to 6:00 pm.
- School holidays and/or scheduled half-days are NOT included. Please see our other programs offered on these days for alternate care options.
- Children will engage in activities such as art, games, and sports. They will also be given the opportunity to do homework or have quiet time if they choose.
- Activities will take place in the group rooms or the gym, or on the soccer field or the playground.
- Your child is allowed to attend 1-5 days of Recreation Station during the week, Monday to Friday. Please email us at [stopandgo@ridgefieldct.gov](mailto:stopandgo@ridgefieldct.gov) to let us know which days your child will be attending.
- Your child can also be registered for other enrichment programs at the Rec Center on any given afternoon. Our counselors will escort them if the program begins before 6:00 pm. Parents are required to pick up their child at the end of the program, as students do not return to Recreation Station. Please see below for more details.

### What to Pack Each Day -

- Snack: **Nut-free AND Spoon-free** – this is in addition to school lunch and school snack.
- Water bottle. Children will have the opportunity to refill their bottle at our fountain.
- Please label EVERYTHING with your child's name.
- Please leave toys and collector's cards at home.

### Arrival -

- Students will arrive to the Rec Center via the school bus between 3:45 and 4:30 PM.
- Rec Counselors will greet the bus with a roster of students arriving that day.
- Upon arrival, students will be offered a trip to the bathroom and time to enjoy their snack.

### Dismissal -

- There will be curb-side dismissal every day starting at 5:45 pm.
- Parents are asked to stay in the car at all times during dismissal.
- Staff will greet and ID parents at their car, prior to bringing their child out for dismissal.
- Students will be dismissed from the exterior doors of their Rec Station room.

- **Early dismissals:** If you choose to pick your child up earlier than 5:45 pm, please park in the parking lot and come into the Rec Center. At the front desk, you can ask for directions to your child's room.

#### **Medications at the Rec Center -**

- If your child requires medication be held at the Rec Center while attending our program, please notify us via email at: [stopandgo@ridgefieldct.gov](mailto:stopandgo@ridgefieldct.gov)
- Bring the medication and an Authorization to Administer form from your child's Doctor, in a labeled Ziploc bag to the Rec Center, the week before your child's first day of Recreation Station.

#### **If child is registered in other programs at the Rec Center:**

- If your child is registered for another program at the Rec Center (art, dance, karate, tumbling, etc), our counselors can escort them to the program. Please email the following information to [stopandgo@ridgefieldct.gov](mailto:stopandgo@ridgefieldct.gov):  
**1)** name of the program, **2)** the start date of the program, **3)** the day of the week your child will attend (if offered multiple days a week) and **4)** if they will have to change into a uniform or other clothing.
- Parents are responsible for picking up their child at the end of the program: if a program ends at 5:30, the parent must pick up their child at the location of the program by 5:30. Children do not return to Rec Station after the program.
- If your child's program is a swim lesson, please be sure to pack their swimsuit, towel and goggles in their school backpack.

#### **Late Fee Policy -**

- Pick up time is 5:45-6:00 pm. For the first 5 minutes after 6:00pm, no fee will be charged.
- After 6:05 pm, there will be a \$25 fee charged for every 15 minutes you are late.
- This fee must be paid within 24 hours of late pick-up.

#### **Refund Policy -**

- Programs are refundable up to 3 weeks prior to the session start date and subject to administrative approval.
- Medical absences (verified by a physician's note) will be refunded on a pro-rated basis.
- All refunds and transfers are subject to a \$25 administrative fee.

#### **Weather-related Delays or Cancellations:**

- If there is a school early dismissal, Recreation Station is cancelled.
- If there is a school delayed opening, Recreation Station will take place at the regular scheduled times, including the Stop and Go bus service.

***If you have any questions or would like to share information about your child, please email [stopandgo@ridgefieldct.gov](mailto:stopandgo@ridgefieldct.gov) or call Jennifer Zimmer, Recreation Programs Coordinator, at 203-431-2755.***