

## After School Program 2025/2026

*Here is some important information about the After School Program. Please read and email [parksnrec@meredithnh.gov](mailto:parksnrec@meredithnh.gov) if you have any questions or concerns.*

### **What to Bring**

- Snack
  - Snack or vending machine money (only 2 vending machine items per day), candy is only allowed on Fridays, (NO SODA ALLOWED).
  - It is extremely important that your child bring a snack, we DO NOT provide snacks.
  - We do not have the capability to heat up foods. Please send ready to eat foods.
- Beverage(s)
- **Sneakers** (Children will not be allowed to participate in active games without proper footwear - no dress shoes, boots, crocs, sandals etc.)
- Please label your child's name on all their belongings

### **Attendance**

- Please make sure to call the Community Center at 603-279-8197 by 2 pm if your child will not be attending the program that day. The school does not inform us of when a child is out – a parent/guardian must inform us. This is to ensure that all children are present and accounted for. If your child is scheduled to be at the After School Program, we will call a parent/guardian, so please be sure to inform us!
- A 2-week notice must be given in order to receive a refund. If you sign your child up and choose not to send them, no refund will be given. In the event of illness, please email [parksnrec@meredithnh.gov](mailto:parksnrec@meredithnh.gov) with a copy of the doctor's note for a pro-rated refund.

### **Absences:**

- You will not receive a refund if your child misses a day of the After School Program. If your child is absent from school, they will not be allowed to come to the After School Program. Email upcoming absences to [parksnrec@meredithnh.gov](mailto:parksnrec@meredithnh.gov).

### **Sign Out**

- **Sign out is touchless and done with the front desk staff member**
- A note must be provided if someone other than a parent or guardian is picking up a child. Please inform anyone picking up your child for the first time to bring their ID as they will be asked to show it.

## **Pick Up**

- Please enter through the front doors.
- The front desk staff member will radio the counselors to have your child(ren) sent to the front desk for pick-up.
- You will wait for your child in the lobby – a counselor will walk your child up with their belongings.
- Please make sure that you pick up your child by 5:30, **a late fee of \$5 every 5 minutes will be applied to your account. After the third late pick up a \$50 fee will be applied for every late pick up thereafter. MPRD reserves the right to deny, cancel or suspend enrollment for violating this policy.**

## **Appropriate Clothing**

- Children must wear comfortable clothing. Please have them wear play clothes. They will participate in messy art activities and active games.
- Appropriate footwear is mandatory. **Sneakers or athletic shoes must be worn.** Sneakers provide you with the necessary support needed to participate in all events. Wearing open-toed shoes, CROCS or sandals is not allowed. A child may bring sneakers to change into.
- Children not appropriately dressed for the specific activity will not be allowed to participate.
- **In winter months snow pants, boots, hats and mittens must be worn.** We will be doing many activities outside.

**Transportation:** Students in grades K-8 will ride a bus to the Community Center after school. Inform the school of your child attending the After School Program.

## **Behavior**

- **Our discipline policy is as follows:**

1 warning

If behavior continues-Sit out 1 minute (process/discuss with the counselor before returning to the group)

If behavior continues- Sit out 5 minutes and a behavioral report will be written (process /discuss with the counselor before returning to the group)

If behavior continues the parents will be called to pick up the child, further action may be needed.

**Behavior report actions: \*All behavioral write ups must be signed by a parent.**

1 write up: the incident will be reviewed with the parent.

After 3 write-ups the child will be removed from the program for 1 day.

After 4 write-ups the child will be removed from the program for 3 days.

After 5 write-ups the child will be removed from the program for 5 days.

**\*In the event of hands on (physical harm or injury), the child will receive a write up immediately and parents will be informed. The director will proceed with appropriate disciplinary action based on the incident, including a 1 day suspension or more if needed.**

**\*Meredith Parks and Recreation reserves the right to deny, cancel or suspend enrollment of any child at any time.**

### **Registration/Payment/Refunds**

- Children must be registered and paid for one week prior to attending. Space is limited!
- There are no daily rates – the fee listed includes the full week. If your child is not attending the full week, please note the days they will be attending on the registration form, so they are placed on the correct daily roster.
- No refunds are given without a written 2-week written notice. No refunds for snow/weather related days.
- Holiday weeks: Holiday weeks are prorated.
- Full/Half Day camps: If you are enrolled in the afterschool program you will not be charged for days in which a day camp falls. Full/Half Day program fees are separate from afterschool fees.

### **Payment**

- Payment is due on the Wednesday before the week you wish your child to attend. Your child may not be allowed to attend the program if payment has not been received. Financial assistance is available; please contact the General Assistance Office Located at Town Hall to make arrangements at 603-279-4538.
- If you have signed your child up and they do not attend, the fee will stand unless a 2-week notice is given. This goes for all programs including full day, half day and vacation programs.



**The deadline is one week prior to the program starting. Space is limited and registration begins August 1 for Meredith Residents .**