

2024-25
~~SP~~

Program!

Handbook

THE
CLUB



Table of Contents

.....
Welcome Message	1
Staff Hours & Pricing	2
Membership Cards CampDocs Weather BrightWheel	3
Injury & Illness Attendance & Daily Schedule	4
Early Release & No School Personal Items	5
Discipline Policy	6
Pick-Up Policy Late Pick-Up Proper Attire Lost & Found	7
Club Store Field Trips	8
Technology	9
Cell Phone Use Video Games & Movies Responsible Use Monitored Use & Privacy Liability Consequences & Improper Use Guidelines for Responsible Use COPPA CIPA	
THE CLUB 1st Day Checklist	12
Contact Information	13
PRCE Team	14

Welcome Message

Dear Families,

Thank you for choosing THE CLUB afterschool program brought to you by the Littleton Parks, Recreation, and Community Education (PRCE) Department for your participants care.

THE CLUB is tailored to meet the needs of late elementary and middle school students (grades 3 - 7), providing a safe and supervised environment that encourages independence and freedom.

Our program offers a balanced blend of social interaction with friends and peers, along with structured activities. These activities encompass a wide range of options including various sports and team games, engaging arts and crafts projects, supervised video games and technology time, designated unstructured activity periods, daily homework assistance, and outdoor adventures.

In this handbook you will find information regarding our policies and procedures, the code of conduct agreement, and answers to some of the most commonly asked questions. We believe that everyone contributes to providing a safe and enriching environment for our participants, so please take the time to read through it thoroughly as there is a lot of valuable information.



Rachel Berg

Program Coordinator

Rachel Berg

Staff

At THE CLUB, we are committed to providing your child(ren) a safe environment by having a 10:1 participant-to-staff ratio. Minimum staffing at any time is two (2) staff members. Our staff are chosen according to their experience, creativity, motivation, and of course, their love for children. Prior to working at THE CLUB, all staff are CORI/SORI checked, go through orientation & training, and are CPR/First Aid/AED certified.

Participants are supervised at all times during THE CLUB hours. Depending on program plans for the day, staff will split up to offer multiple activities. In these instances, staff will be divided based on activity interest, which may leave the smaller group with only one (1) staff member. THE CLUB staff remain in constant communication with each other via radios, so if an issue should arise they are able to support each other in a timely manner.

Our staff is not trained or certified to provide one-on-one care for participants with emotional, behavioral, mental, and/or physical disabilities that require them to need extra help or support at home or at school. If your participant requires this kind of care, please reach out to our office to determine if and what reasonable accommodation we can provide.

Hours & Pricing



THE CLUB operates Monday thru Friday, immediately following the end of the school day until 6:00 PM. This includes early release & half days. Payments are made via [MyRec.com](https://www.myrec.com) Recreation Software and are due prior to the start of each month. Punch Cards must be refilled before your participant can return.

MEMBERSHIP TYPE	PRICE
3rd-5th Grade Everyday Monthly	\$395
6th-7th Grade Everyday Monthly	\$295
10 Visit Pay as you Play Punch Card	\$300

Payment must be made by the first of the month and may be paid in cash, a check made out to "Town of Littleton", or by credit card. There is a 2.9% convenience fee for to all credit card transactions.

Membership Cards, CampDocs, Weather, & BrightWheel



Membership Cards

New this year are THE CLUB Membership cards. The cards will be used to track attendance, punches, and to purchase items at THE CLUB Store (pg. 8). Membership card photos can be taken at the PRCE office or sent to littletonrec@littletonma.org with subject "Last Name Club Membership Card". There is a \$5 replacement fee for lost or damaged cards.



CampDoc

We use **CampDoc** for all of our registration information. Prior to attending THE CLUB your participant must have medical forms on file with us including a Well Visit with Immunization Records. If you have never used CampDocs, an email will be sent to you after registration to start your account. If you already have an account, you will need to go in and make sure all information is accurate and up to date.



Weather

If Littleton Public Schools and/or Littleton Townhall are closed for inclement weather or other school closures, THE CLUB will also be closed. In the event of inclement afternoon weather, we will notify all families via **BrightWheel** if we will be closing at an earlier time. If inclement weather comes in after the school day, we may end up closing early for the safety of our members, their families, and our staff.



BrightWheel

We use the app  **brightwheel** to track attendance and as a messaging system between staff and families. It is your responsibility to register for and use the app to inform staff if your child(ren) will be late or absent from the program that day. If you are a Punch Card Member, it will be used to let staff know what days your child(ren) will be attending. Staff will use it to inform you if they have moved offsite or for other important information.

Policies & Procedures

1 Injury & Illness

THE CLUB staff are CPR/First Aid/AED certified and able to accommodate and treat first aid injuries and illnesses that may occur while at THE CLUB. However, if your child becomes seriously ill/injured, staff will reach out to the emergency contact(s) and ask for the child to be picked up as soon as possible.

If your child has a temperature of 100.0 F or higher (without medication), please **do not** send them to THE CLUB. Additionally, do not send your child if they are contagious or experiencing any of the following: nausea, lice, strep throat, or pink eye. Children who have been removed from the program due to illness must remain home & incident free for 24 hours before being able to return to THE CLUB.

2 Attendance & Daily Schedule

After registering for your membership(s) you will also need to go in and add them to our monthly attendance roster on MyRec. You can select all of the days, or just those needed. Days can be added at any point. If you will not be attending on a planned day, please send staff a message on **BrightWheel**. If your child(ren) are not listed on the daily attendance, we will not be able to scan them into THE CLUB or pick them up from school.

THE CLUB is open every day after school from school dismissal to 6:00 PM, unless otherwise noted. This includes half-days & early releases. THE CLUB is not open on the last day of school.

Littleton Middle School Students

School Dismissal: Members will walk over to THE CLUB on their own

Arrive at THE CLUB: Optional homework, snack time, & free play.

Russell Street School Students

School Dismissal: Members will be met by staff at RSS and walk over together.

Arrive at THE CLUB: Optional homework, snack time, & free play

All Members

3:30 - 5:00 PM: Structured, staff planned, activities; these may happen offsite. Guardians will be notified via BrightWheel

5:00 - 6:00 PM: Staff engaged, unstructured time. Enrichment programs may also be offered during this time for an additional fee.

3 Early Release & No School

THE CLUB will start early on days where LPS lets out ahead of regular dismissal time. Occasionally, we will have scheduled special field trips on early release or half days that CLUB members are welcome to participate in. See page 8 for more details on Field Trips.

If there is No School, then THE CLUB is also closed.

Please note: THE CLUB is closed on the last day of school.

2024 - 2025 Schedule

September

2 - No School
11 - Early Release
25 - Early Release

October

14 - No School
23 - Early Release

November

1 - No School
5 - No School
11 - Early Release
15 - No School
27 - Early Release
28-29 - *THANKSGIVING*

December

11 - Early Release
23-31 - *HAPPY Holidays*

January

1 - No School
8 - Early Release
20 - No School

February

5 - Early Release
17-21 - *WINTER Break!*
Join us for our Feb. Vacation Program!

March

5 - Early Release
14 - No School

April

4 - Early Release
21-25 - *Spring Break*

Join us for our Apr. Vacation Program!

May

2 - Early Release
23 - Early Release
26 - No School

June

16 - Early Release
LAST DAY
(Tentative)

THE CLUB is CLOSED.

4 Personal Items

Please leave all valuables at home, we cannot stress this enough! Participants should not bring iPads, music players, gaming systems, or anything else of value with them. If a participant does decide to bring such items, THE CLUB staff and PRCE department will not be responsible for any lost, stolen, or damaged belongings. Please label any personal items that are brought to THE CLUB so that we can do our best to return them to you. Please see page 7 for our Lost & Found Policy.

5 Discipline Policy

THE CLUB provides a positive environment dedicated to an outstanding program that is supportive and nurturing for each participant. In turn, participants are expected to be respectful and cooperative with others, behave appropriately, and promote a safe, fun, and healthy environment. THE CLUB members and their families should understand behavioral expectations and support them at home.

At the start of each year THE CLUB members and staff will work together to create general program rules and expectations. However, endangering another's well-being, swearing or verbal abuse of staff or participants, stealing or destruction of property, disrespect of staff or participants, inappropriate behavior, bullying, possession of weapons or violent paraphernalia, and refusal to cooperate/participate are never tolerated.

If any of the group created general program rules and expectations or the actions listed above are to be broken or occur, the following disciplinary consequences will be taken:

Consequences*



All consequences are documented by staff regardless of the severity.

Minor Offenses - Disrespect of staff or participants, inappropriate behavior, breaking general program rules, etc.:

1st Offense - Verbal warning

2nd Offense - "Break" (length determined by staff) & verbal notice to guardian

3rd Offense - Loss of activities/privilege's & written notice to guardian

4th Offense - Suspension from program (length determined by THE CLUB Coordinator or PRCE Staff)

5th Offense - Expelled from the program. Guardians will have to meet with Program Coordinator if they are interested in registering for THE CLUB again the following year to gain approval. NO REFUND.

Serious Offenses - endangering another participant, swearing or verbal abuse of staff or participants, & stealing or destruction of property, etc.:

1st Offense - Removal from activity, participant will stay with a staff member until pick-up & written notice to guardian

2nd Offense - Suspension from program (length determined by THE CLUB Coordinator or PRCE Staff)

3rd Offense - Expelled from the program. Guardians will have to meet with Program Coordinator if they are interested in registering for THE CLUB again the following year to gain approval. NO REFUND.

6 Pick-Up Policy

Guardians are responsible for picking up their child(ren) by close at 6:00 PM. The designated pick-up person must sign-out through BrightWheel. Written notification must be made for people not on the approved pick-up list. Any person that is picking up and is not known to the staff will be asked to supply proof of identification (i.e. driver's license, photo ID). If THE CLUB is outside or offsite upon a pick-ups arrival, the pick-up person must inform the staff on duty of their presence, before the participant(s) may leave. Children should not run to their pick-ups vehicle upon their arrival.

Participants are allowed to sign themselves out if a **Walker/Bike Permission Form** is completed on CampDocs.

7 Late Pick-Up

THE CLUB ends promptly at 6:00 PM. Participants should be picked up from THE CLUB at this time. After 6:05 PM, there will be a fee of \$1.00 per minute. If there is an emergency and/or you know you will be late picking your participant(s) up, please call THE CLUB phone at 978-887-1720 and/or send a message on BrightWheel. Chronic late pick-ups may result in your participant being ineligible for THE CLUB.

8 Proper Attire

Keep in mind that we try to keep kids active. Therefore, please have your child(ren) wear comfortable clothing suitable for outdoor activities. Staff will inform guardians via BrightWheel when specialized clothing is recommended (i.e. sledding, hiking, etc.). If a child does not bring appropriate clothing for the weather, then they will not be permitted to participate in the scheduled activity or trip.

9 Lost & Found

PLEASE LABEL EVERYTHING! We strongly urge you to mark or tag all of your participants belongings. We do our best to return all left behind items at the end of the week - it's easier if items are labeled. Please check THE CLUB Lost & Found located outside of the entrance to THE CLUB, if your participant(s) lose something. Photos of Lost & Found items will be posted bi-weekly on THE CLUB Facebook page so be sure to check there. ALL items will be donated at the end of each semester (end of December & June).

10 THE CLUB Store

We provide snacks (chips, popcorn, fruit snacks, cookies, etc.) for purchase during the duration of THE CLUB. Participants can use cash or their membership cards if money has been uploaded to their account to purchase. Please note: staff are not responsible for your participant's money prior to it being exchanged for snacks. Please have them keep cash in a secure location.

11 Field Trips

On Half Days, we often offer field trip programs to the community. These trips come with an additional fee associated, but as a member of THE CLUB, the fee will be discounted or waived depending on the trip. Participation is always optional, however, depending on staffing needs for field trips, THE CLUB may not be open to onsite participation. Therefore, if your participant chooses not to attend the field trip then, they will not be able to attend THE CLUB that day.

Staff will inform you in advance if there is an upcoming trip available to THE CLUB members and any fees associated. Please inform staff via BrightWheel if your child(ren) will be participating in the trip/program.

**Scan QR Code to find out
what School Year Adventures
we have planned this year!**



Technology



Members of THE CLUB will have access to technology (computers, phones, video games, etc.). Therefore, THE CLUB mirrors the LPS policy on computers, with the primary use being for educational purposes. Staff monitor use of technology by having a designated space where computers can be used and easily monitored for safe content use. We also host a technology free hour where no devices of any kind are allowed.

Cell Phone Use

Participants are allowed to bring cell phones with them, although, they must follow department cell phone policies as well as any policies in place at facilities we may visit for a field trip. Participants are not allowed to take pictures during the program for the safety of the programs participants.

Participants are not allowed to text or make calls during program hours unless it is to a guardian with staff permission. If you need to get in contact with your child(ren), please send a message on BrightWheel or call THE CLUB phone at 978-884-1728.

Video Games & Movies

We do not allow video games with an ESRB rating over T (Teen) or movies with a rating over PG-13 in order to maintain an appropriate atmosphere for all.

Responsible Use

Responsible Use Policy (RUP) applies to all usage of PRCE-owned technology. Usage of privately-owned technology while connected to the Town networks is also governed by the RUP. All participants will need to agree to this policy prior to being allowed to use PRCE or privately-owned technology while attending THE CLUB. See Guidelines for Responsible Use on page 11.

Monitored Use & Privacy

Access to the Town network and the internet is a privilege. Participant's privileges can be revoked at the discretion of the department and THE CLUB staff.

Technology Con't

Liability Littleton PRCE shall not be liable for user's inappropriate use of electronic resources or violations of copyright restrictions, user mistakes or negligence, or costs incurred by users.

Littleton PRCE shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

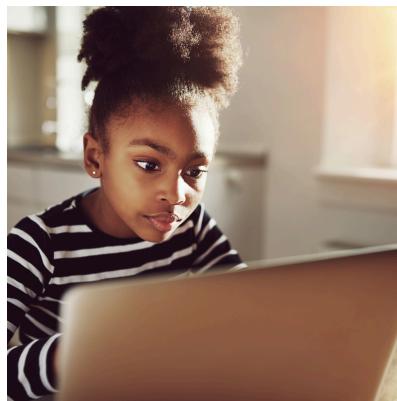
Littleton PRCE assumes no responsibility for any loss or corruption of data resulting from the use of the Town's IT resources.

Consequences & Improper Use

Violations of this policy can include, but are not limited to the following disciplinary actions:

- Restricting Access to Device(s)
- Confiscation of Device(s)
- Suspension or Expulsion from THE CLUB
- Legal action by appropriate authorities in the case of violation of Massachusetts general law

The Littleton Public School's Bullying Prevention and Intervention Plan applies to online behaviors, and participants and staff are expected to comply with all provisions of that policy. Damage to town property may result in restitution for cost of repair or replacement. Students or parents should contact the Littleton PRCE Department if they have questions about this agreement or its implementation.



Technology Con't

Guidelines for Responsible Use

THE CLUB members and staff are prohibited from the following:

Devices

- Sharing and/or using someone else's account and/or password
- Deleting or intentionally tampering with someone else's files, folders, or work
- Damaging or modifying devices, computer system, or network in any way
- Storing confidential or sensitive information on portable external electronic storage media. Portable external electronic storage media includes, but is not limited to, USB or flash drives, CDs, removable hard drives.
- Violating any federal, state, or local laws including, but not limited to, copyright, plagiarism, libel and slander laws.

Network

- Sending inappropriate and unsolicited information through "spamming".
- Downloading content such as streaming music, video, while utilizing the Town network.
- Viewing, sending, downloading inappropriate content or displaying offensive images or messages.
- Attempting to override, disable, alter, or circumvent security restrictions, management systems, or network settings. Any attempt will be considered intentional damage.
- Using the network for financial or commercial gain.

Social Media

- Creating, sharing, or posting audio, video, or any material of or created by another member of staff without permission.
- Posting private information of another member or staff.
- Impersonating or attempting to impersonate another individual on any social media platform.
- Engaging in any form of cyber-bullying, harassment, or other malicious behavior.

Children's Online Privacy Protection Act (COPPA)

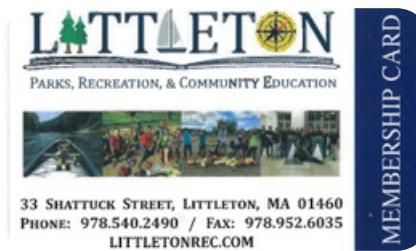
Congress enacted the Children's Online Privacy Protection Act, 15 U.S.C. 6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children's online privacy. The Commission's original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2021 that became effective on July, 1 2013. Littleton PRCE works diligently to comply with COPPA requirements. Littleton PRCE does not collect personal information or transmit such information directly to online entities for the purpose of creating web-based accounts.

Children's Internet Protection Act (CIPA)

The Littleton PRCE Department uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. 254 (CIPA). Littleton PRCE is aware that not all inappropriate information can be filtered, and the department will make an effort to correct any known gaps in the filtering of information unduly inhibiting the educational use of age appropriate content by members and staff. Users will inform staff of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. Littleton PRCE reviews appropriate online behavior, including not interacting with other individuals on social networking web sites as well as cyberbullying awareness and response.

THE CLUB Before your 1st Day Program Checklist

- Member Registration & Payment on  **MyRec.com**
Recreation Software
- Monthly Attendance Registration on  **MyRec.com**
Recreation Software
-  **CampDoc** Paperwork 100% Completed
- Send/Take Membership Card Photo



- Make a  **brightwheel** Account
- All Personal Belongings Labeled
- Read & Signed THE CLUB Program Handbook



Contact Information



- 📞 978-540-2490 | PRCE Office
- 📱 978-887-1728 | THE CLUB Cell
Cell only monitored during THE CLUB hours
- ✉️ littletonrec@littletonma.org
- 🏡 41 Shattuck St. Littleton, MA 01460
- 🌐 littletonma.org
- ⌚ [Office Hours](#)
Monday - Thursday: 9 am - 4 pm
Friday: 9 am - 2 pm

Policy Amendment & Modifications

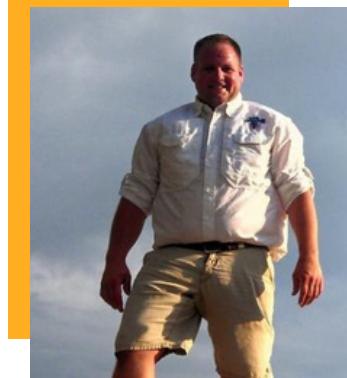


Littleton PRCE reserves the right to modify or change this policy and related implementation procedures at any time.

PRCE Team



Alicia Day
Director



Tim Michalski
Assistant Director



Rachel Berg
Program Coordinator
THE CLUB, Community Ed. Programs,
Long Lake Beach



Kelsey Genetti
Program Coordinator
Teen Adventures, Youth Sports,
Vacation Club



Jon 'Kaz' Kazanjian
Program Coordinator
Camp T, Adult Sports & Fitness, Special Events



Melanie Kirsch
Office Coordinator