

TASK

Teen After School Klub

2018-2019



PARKS, RECREATION, & COMMUNITY EDUCATION

Afterschool Program for

6th, 7th & 8th Graders

OPERATING HOURS

1:45PM - 6PM

10:45AM- 6PM on Half Days

Littleton Parks, Recreation
& Community Education

33 Shattuck Street
Littleton, MA 01460

www.littletonrec.com

Teen After School Klub!

Overview

This program is a great way for your child to experience more social time with their friends and peers after the last bell rings for school, while still enjoying a sense of structure.

Activities will include a variety of different sports, board games, and a block of “down time” where a staff member can help kids with homework, projects or reading if needed. Homework time will run from 1:45—2:45 (10:45am-11:45 am on half days) and kids can be assisted by TASK staff or teachers who stay after school. Most half days will have a field trip or an outdoor activity. TASK does not have food available for your child(ren) so please pack extra snacks and lunch on half days unless otherwise instructed.

Who: For kids in grades 6-8

Time: 1:45 PM to 6:00PM & Half Days 10:45AM - 6:00PM

Where: The “Klub” Home Base is at the Middle School Library. There will be access to computers.

T.A.S.K. mirrors the schools policy on computer, with the primary use for academic intentions.

Pricing:

You have the option of attending this program from 2 Days to 5 Days.

2 Days a week: \$180/ month*

3 Days a week: \$270/ month*

4 Days a week: \$324/ month *

5 Days a week: \$360/ month

10% Discount for siblings.

****Add \$25.00 per half day trip If your child is signed up for fewer than 5 days, and one of those days falls on a half day. If there is space and other TASK kids want to attend the half day, they must pay \$50.00.) - this fee is automatically generated as an invoice at the beginning of each month, per student. This fee must be paid at the start of the month along with regular tuition - regardless if they choose not to attend the trip.***

Task Registration is month to month program. In order to cancel registration for an upcoming month a 2 week notice is required.

Registration:

Online: www.littletonrec.com **In-person (paper form):** 33 Shattuck Street **Phone:** 978-540-2490

REQUIRED FORMS

- 2018-2019 Family Record
- 2018-2019 Medical Authorization
- Current Well-visit & Immunizations



Program Policies and Procedures

This book is your Program manual.

It contains all pertinent information regarding policies and program information.

Please keep it.

Attendance/Illness

If your child(ren) are absent from school we ask that you call the **T.A.S.K. phone at (978) 884-1728** to inform us.

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

Check In/ Check Out

The TASK staff is located in middle school Library afterschool, **children MUST check in** with TASK staff each day they can proceed to extra help, sports or school play after school activities but only after they've checked in.

Guardians can Check Out their child(ren) anytime through out the operating hours, also at the Middle School (55 Russell Street, Littleton) by 6:00PM each day. The Middle School is a locked building, **parents/guardians coming to pick up should call the T.A.S.K. phone number, 978-884-1728, when they have arrive and a staff member will walk their child from the library to the front door for pick up.**

Our operating hours are 1:45pm to 6:00pm and 10:45am to 6:00pm on half days;

participants MUST be picked up before 6:00 PM each day (M-F), repeated late pick-ups may result in removal from program.

Supervision

Teens should be able to be semi-independent for this program; those who cannot abide by the program guidelines, or who create an atmosphere which is dangerous or distracting to other participants may be removed and asked **not** to return. We have a zero tolerance policy for disciplinary issues while involved in this program and must take behavior of our participants quite seriously. No refunds will be given if a participant is removed for behavioral reasons. Bullying and any type of verbal or non-verbal violence is strictly prohibited.





Behavior

Participants must be mature enough to be responsible for their own behavior and to follow the rules of the facilities we attend. Your child's behavior reflects upon themselves, but also puts an impression upon the group and the Town of Littleton. We stress that this program is a privilege to attend, and not a right.

Smoking, alcoholic beverages and illegal drugs are strictly prohibited. No faux or replica weapons, water pistols or other violent paraphernalia is permitted at the program. The use of profane or vulgar language is not allowed. Disrespect and bullying towards staff and other participants will not be accepted.

All parent/guardians will sign a discipline policy at time of registration saying that they, and their children, agree to abide by program rules. We ask that parents and participants remember that this program takes place on school property so the expectations and rules of the school still apply.

Littleton Parks and Recreation reserves the right to terminate enrollment of students from participating in TASK if we deem them unfit to handle the policies of TASK. No refunds will be given if we need to terminate a child from TASK.

Cell Phone Use

Participants are allowed to bring cell phones with them, although, they must follow cell phone policies that are at each facility, as well as the department's policies. Participants are not allowed to take pictures during the program for the safety of the programs participants.

Each day will begin with an hour of cell phone free time for Homework, extra help etc. This hour will begin at dismissal (1:45pm) and last until 2:45pm. During this time participants will only be allowed to use computers/cell phones strictly for homework purposes.

Use of a smart-phone for video games, movies, etc. is monitored. We cannot allow movies with a rating over PG-13 or video games with a ESRB rating over T (Teen) in order to maintain an atmosphere appropriate for all.

Participants are not allowed to text or make calls during program hours unless it is to a parent or guardian with staff permission. If a parent/guardian needs to get in contact with their child, please call the T.A.S.K. Phone Number at 978-884-1728.

Personal Belongings

Please leave all valuables at home, we cannot stress this enough! Participants should not bring iPads, music players, gaming systems, or anything else valuable with them. If a participant does decide to bring such items, the PRCE department will **not** be responsible for any lost, stolen, or damaged belongings.

Clothing

Keep in mind that we try to keep the kids active, if possible please have your child wear comfortable clothing suitable for outdoor activities.



Community Service Opportunities

Littleton Middle School requires students to complete a certain number of community service hours each year. We agree with the school that community service is an enriching and rewarding experience for teens. We aim to create opportunities for the students to complete their community service hours within the T.A.S.K. program. This would allow participants to complete and possibly exceed their required number of hours. If a participant has already completed their hours then this will just be an opportunity for them to make a positive impact and give back to their local community.

Half-Days

On half days the T.A.S.K. program will run from 10:45am-6:00pm. During these extended days there will be trips/activities planned for participants. In passed years there have been trips to Boda Borg, Springdell Farm, bowling, and the movies. Activities could include going to a local park to have lunch outside or walking to Littleton Town Hall or The Point. Students should pack a lunch and snacks for half day trips unless otherwise specified.



Staff

Littleton Parks, Recreation and Community Education staff is screened and interviewed carefully throughout the year. Staff are chosen according to their level of experience, creativity, motivation and of course, their love for students. Counselors are generally in college or last year of high school.

Katie Judge, our Teen Program Leader is a college graduate from University of Rhode Island and working on her Masters in Middle School Education.

All staff are CPR/1st Aid and AED Certified and are CORI/SORI checked and trained in teen mentoring skills.

Staff are always available for help and encourage parents to share their suggestions and feedback for the programs we run.

Department Staff

Alicia Day, Director: aday@littletonma.org

Tim Michalski, Assistant Director: tmichalski@littletonma.org

Rachele Carbutt, Community Education and Teen Programs Coordinator:
rcarbutt@littletonma.org

Katie Judge, Teen Program Leader kjudge@littletonma.org

T.A.S.K. Phone Number: 978-884-1728

LittletonRec@LittletonMA.org

www.littletonrec.com