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

978-540-2490
littletonma.org/parks-recreation
Mission Statement:
Our goal at RISE is to create a space where pre-teens and teens will experience a variety of structured and unstructured activities. With events that appeal to a wide range of personalities and interests, this program fosters an inclusive atmosphere with something for everyone. Activities will range from movies, video game tournaments, sports games, nature hikes, arts and crafts, and half day field trips. We encourage teens and preteens to reach outside their comfort zone and take risks by providing a supportive, youthful environment led by confident, responsible and enthusiastic role models. RISE promotes respect, teamwork, and personal growth through interactive and enriching opportunities.

This program is designed with 6th-8th graders in mind and is a great way for your child to experience more social time with their friends and peers after the last bell rings, 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—2:45pm (10:45am-11:30am on half days) and kids can be assisted by RISE staff or stay after school for teacher help. Most half days will have a field trip or an outdoor activity planned. RISE has some snacks available for purchase, but it is best if all children plan on bringing a snack and lunch on half days, unless otherwise instructed.
**Example Daily Schedule**

1:45pm – Check in with Teen Program Leader in Middle School Lobby, first pickup

2:00pm – Walk or drive to Town Hall with Teen Program Leader

2:10-2:45pm – Homework Time (space can be made available for more homework time after 2:45pm if needed)

2:45pm – second pickup from Middle School (For students who participate in after school clubs or teacher help)

*If your child misses the scheduled pickup, they can walk to Town Hall via the paved pathway if their parent has filled out RISE walker permission form.*

3:00-4:15 – Daily planned activity time

5:00pm-6:00pm – Free Time (Choose your own activity)

**Where:** Room 123 at the Parks and Rec Department in Town Hall (33 Shattuck St.)

**Pick Up**

Your child can be picked up from the Town Hall at any time between 2:00pm and 6:00pm (4:00pm and 6:00pm on half days). Please call the RISE phone (978-884-1728) or come into Parks and Rec room 123 to sign out your child. Your child may leave via walker permission form at any time (if parent approves) or be picked up by a parent/guardian. If a drop-in is being picked up we must check parent ID to confirm a safe check out. If at any point an unknown adult is picking up a child(ren), staff will ask for ID as confirmation and call parent/guardian to confirm, unless informed of pickup change ahead of time.

**Late Pick Up Policy**

All RISE participants must be picked up by 6:00pm each day. For repeat late pickups, there will be a $1 per minute fee applied starting at 6:05pm.
Sample Weekly Activity Schedule

<table>
<thead>
<tr>
<th>Days</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondays</td>
<td>Arts and Crafts / Science Experiments</td>
</tr>
<tr>
<td>Tuesdays</td>
<td>Get Active! – Hikes, Sports Tournaments, Ping Pong!</td>
</tr>
<tr>
<td>Wednesdays</td>
<td>Pick your own theme day (often half days)</td>
</tr>
<tr>
<td>Thursdays</td>
<td>Video Games – Tournaments</td>
</tr>
<tr>
<td>Fridays</td>
<td>Movie Days – Popcorn / Snacks</td>
</tr>
</tbody>
</table>

*weekly schedule is subject to change if necessary

**How the kids get from the Middle School to Littleton Town Hall**

*We must require all kids to have a walker permission form.*

The Teen Program Leader will be in the Middle School Lobby at 1:45pm (10:45am on half days) to gather kids and take attendance. They will then accompany them over to Town Hall via the paved pathway directly behind the school or they will be driven in the Park and Rec van.

At 2:45pm, Park and Rec staff will be at the Middle School for second pickup to gather kids who attended clubs or teacher help. If staff is not informed of any students staying after for clubs/afterschool help, then there will not be a second pickup. This will allows us to preserve department resources and maximize the number of staff supervising the children. If your child is a drop in and does not have the walker permission filled out, please contact us before your child’s first RISE day and we will ensure that they are on the roster and accounted for at pick up.

If a child misses a scheduled pickup, or gets out of a club or teacher help at a time other than a scheduled pickup, they can walk to Town Hall on their own if they have permission via the walker form. All participants must have a RISE walker permission form filled out by parent/guardian in order to walk to RISE unsupervised from the school. If special circumstances arise, contact the main PRCE office (978-540-2490) to create an action plan for your child.
**Half Days**

On half days the RISE program will run from 10:45am-6:00pm. The Teen Program Leader will pickup participants in the Middle School Lobby at 10:45am. **There will not be a second pickup on half days.** Students should pack a lunch and snacks for half day trips unless otherwise specified. RISE leaves for half day trips at 11:30 from the town hall. After that time there are no drop ins – staff will be out on the trip, and room 123 will be closed. **Your child must arrive at PRCE Room 123 by 11:15. Half day trips will return at 4:00pm, drop ins may continue from 4:00-6:00pm.**

Participants on monthly tuition will automatically have the half day fees added to their invoice for each month. **These fees will not be refunded if a participant is unable or chooses to not attend a half day trip.** Half day fees go directly to staff hours, transportation costs, and activity fees (tickets, lunch, or admission, etc.). In order to secure your child a spot for the half day trips, you must notify Teen Program Leader by 4:00pm the day before ([kjudge@littletonma.org](mailto:kjudge@littletonma.org) or 978-540-2490). There is a max of 20 seats, after our monthly tuition holders it is first come first serve basis.

<table>
<thead>
<tr>
<th>Already scheduled on that day via monthly tuition - automatically charged</th>
<th>$30.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop In - Not scheduled on that day via monthly tuition or otherwise</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

Monthly Tuition
Days of the week are chosen at time of registration. Monthly registration invoices are created 2 weeks before the 1st of the month. **Payment may be taken over the phone, via MyRec invoice, cash, or check and must be paid by the first on the month.** There is a 2.93% fee added to all credit card transactions. To avoid the fee, you may drop a check or cash off to the Parks and Rec office or RISE staff.

<table>
<thead>
<tr>
<th>1 day per week</th>
<th>$225.00</th>
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</thead>
<tbody>
<tr>
<td>2 days per week</td>
<td>$315.00</td>
</tr>
<tr>
<td>3 days per week</td>
<td>$405.00</td>
</tr>
<tr>
<td>4 days per week</td>
<td>$455.00</td>
</tr>
<tr>
<td>5 days per week</td>
<td>$495.00</td>
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Daily Drop in Punch Card
Drop in punch cards can be purchased on MyRec or in the office.

| Drop in card | $315.00 |

The drop in card is worth 8 punches (regular dismissal days) of RISE and expires at the end of the school year. If a student would like to drop in on a half day, they will have to notify us before hand to ensure space in the van, and 2 punches will be marked on their card.
Program Policies and Procedures

Check In/ Check Out

Participants MUST check in with RISE staff after school dismissal each day before they can proceed to extra help, sports or other after school activities. If a participant will be walking to Town Hall by themselves after an activity, they should inform the RISE staff of what time they will be arriving.

Guardians can check out their child(ren) anytime from 1:45pm-6:00pm each day (non-half days). Parents/guardians should enter the Town Hall and go into room 123 check out their child(ren) or call the RISE phone and a staff member will walk them out. Keep in mind they might be down on the field or the tennis courts—the RISE phone is always on an employee, and they will answer. If you have trouble finding the RISE room please call the phone at 978-884-1728 or 978-540-2490.

Health and Safety Reminders:
If your child arrives at RISE and we do not have their medical forms, we will not turn them away, but parents will be contacted to request forms. New drop ins will be sent home with a packet of required forms. We will require they have forms on file before they are permitted to attend RISE again. Once we have those forms they can drop in any day of the week!

Attendance/Illness
If your child(ren) are absent from school we ask that you call the R.I.S.E. phone at (978) 884-1728 or email Katie Judge at kjudge@littletonma.org 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.
Early Release/School Cancellations Due to Weather
In the event that Littleton Public Schools are cancelled due to weather conditions, the PRCE department and all PRCE programs will be cancelled for that day. If Littleton Public Schools release early due to weather concerns RISE will still run but will end early. Exact end time TBD by Town Administrator and at discretion of PRCE staff. Parents/Guardians will be notified of amended RISE end time on these days. If your child (ren) is unable to be picked up at new end time, PRCE Director Alicia Day will take over supervision at Town Hall in order for staff to drive home safely.

Registration:
Online: www.littletonma.myrec.com Phone: 978-540-2490
Required forms:
Family Record
Medical Authorization
Current Well-Visit and Immunizations
RISE Walker Permission Form
https://www.littletonma.org/parks-recreation/forms-documents/pages/required-forms
Behavior
Participants must be mature enough to be responsible for their own behavior and follow the rules of the facilities we attend. Your child’s behavior is a reflection of themselves, as well as the program, department, and the Town of Littleton. We stress that this program is a privilege to attend, and not a right. Participants will be allowed to sign out and walk to the Reuben Hoar Library unsupervised to check out books and movies. Participants must show that they are responsible and can be in control of their behavior.

Participants are supervised at all times during program hours. The only exception being when they check out to the library or walk to the program from school outside scheduled pickups. The Teen Program Leader is on site at all times and is accompanied by at least 1 program aide. In the event the Teen Program Leader is out or needed on another program, more Aides will be scheduled to cover 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. Bullying and any type of verbal or non-verbal violence is strictly prohibited.

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 child(ren), agree to abide by program rules. We ask that parents and participants remember that this program takes place on town property so the expectations and rules of the town apply.

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

Participants are allowed to bring cell phones with them, although, they must follow cell phone policies 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 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. At RISE we encourage participants to stay off their phones and take part in other games and activities that are offered.

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 R.I.S.E. Phone Number at 978-884-1728.

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. We will inform parents when clothing such as snow pants or winter jackets are recommended (sledding, hiking). If a child does not bring appropriate clothing for the weather, then they will not be permitted to participate in the scheduled activity or half day trip.
Community Service Opportunities

Littleton Middle School requires students to complete a certain number of community service hours each year. We agree that community service is an enriching and rewarding experience for teens. We aim to create opportunities for the participants to complete their community service hours within the RISE 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 be an opportunity for them to make a positive impact and give back to their local community.

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.
R.I.S.E. Discipline Policy

Please read carefully:

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

Consequences:

1. **1st Offense:** Verbal warning.
2. **2nd Offense:** 3 to 7 minute “break”.
3. **3rd Offense:** Loss of afternoon activities.
4. **4th Offense:** Written notice to parent/guardian.
5. **5th Offense:** Removal from program and parent/guardian notified.

**Serious Offenses:** Endangering another person’s well-being, swearing or verbal abuse of staff or participants, and stealing or destruction of property.

Consequences:

1. **1st Offense:** Written notice to parent/guardian regarding the problem.
2. **2nd Offense:** Removal from site, student will stay with Program Coordinator, and the parent/guardian will be notified.
3. **3rd Offense:** Three-day suspension.
4. **4th Offense:** Suspended for the remainder of the session. No refunds will be given.
RISE Technology Policy

There will be access to computers. R.I.S.E. mirrors the school’s policy on computers, with the primary use for academic purposes.

Purpose
Littleton Parks, Recreation, and Community Education and RISE will provide access for RISE participants on the Town of Littleton’s systems, networks, and devices. Computers will be provided, with the primary use for homework and education purposes. Educational purposes shall be defined as classroom activities, career and professional development, and research of an educational nature. Responsible Use Policy (RUP) applies to all usage of PRCE-owned technology. Usage of privately-owned technology while connected to the Town network 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 RISE.

Monitored Use / Privacy
Access to the town network and the Internet is a privilege. RISE participant’s privileges can be revoked at the discretion of the department and RISE staff.

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.

Improper Use / Consequences:
Violations of this policy can include, but are not limited to the following disciplinary actions: restricting access to devices, confiscation of the device, suspension or expulsion from RISE, as well as 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 or RISE staff if they have any questions about this agreement or its implementation.
Guidelines for Responsible Use of Technology:
A. Devices. Students/Staff are prohibited from:
1. Sharing and/or using someone else's account and/or password.
2. Deleting or intentionally tampering with someone else’s files, folders, or work.
3. Damaging or modifying devices, computer system, or network in any way.
4. 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.
5. Violating any federal, state, or local laws including, but not limited to, copyright, plagiarism, libel and slander laws.

B. Network. Students/Staff are prohibited from:
1. Sending inappropriate and unsolicited information through "spamming."
2. Downloading content such as streaming music, video, while utilizing the Town network.
3. Viewing, sending, downloading inappropriate content or displaying offensive images or messages.
4. Attempting to override, disable, alter, or circumvent security restrictions, management systems, or network settings. Any attempt will be considered intentional damage.
5. Using the network for financial or commercial gain.

C. Social Media. Students/Staff are prohibited from:
1. Creating, sharing or posting audio, video, or any material of or created by another Student or Staff without permission.
2. Posting private information of another Student or Staff member.
3. Impersonating or attempting to impersonate another individual on any social media platform.
4. Engaging in any form of cyber-bullying, harassment, or other malicious behavior.

Policy Amendment and Modifications
Littleton Parks, Recreation, and Community Education reserves the right to modify or change this policy and related implementation procedures at any time.

COPPA (Children’s Online Privacy Protection Act)
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, 2012 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.

CIPA (Children’s Internet Protection Act)
The Littleton Parks, Recreation, and Community Education 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 without unduly inhibiting the educational use of age appropriate content by Staff and Students. 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.
About the Staff!

Community Education and Teen Programs Coordinator

Rachele Carbutt is a 2017 graduate of Mount Holyoke College where she majored in Environmental Studies. She joined Littleton Parks, Rec and Community Education as the Community Ed. and Teen Programs Coordinator in January 2018. Rachele has 8 years of experience in Environmental Enrichment and Canoeing Education through a local summer camp, she also has a Level 3 American Canoe Association instructor certification. She enjoys outdoor activities such as white water canoeing, hiking, camping, and being outside!

Teen Program Leader

Katie Judge graduated from the University of Rhode Island in 2017 with a degree in Biological Sciences. Once graduated she realized her love of teaching and working with kids. She joined the department as a TRAC counselor in 2015 and later rejoined the team as the Teen Program Leader in May 2018. She is currently working towards receiving her Masters in Middle School Education at Fitchburg State University. Katie is the lead staff member on site with the middle schoolers each day and also works with TRAC in the summer months.

Program Aides

Alyssa Marrese

Alyssa is a junior at Littleton High School. She is a huge Disney fan and traveling is her favorite thing to do. She also likes listening to music, playing games, and hanging out with friends!
Jackson Ellis
Jackson Ellis was a member of Littleton High School’s graduating class of 2018, and is currently majoring in Business at Middlesex Community College. He joined the Littleton PRCE Department in 2017, and since has been a RISE Aide and a Senior Counselor at Camp Tahattawan. Jackson is always looking to stay active. Some of his favorite activities include playing basketball, football, and skiing. He also loves playing board and card games. Jackson is a very enthusiastic person, and hopes to bring his positive energy to the programs he is a part of.
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. Program Aides are generally in college or last year of high school.

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
Contact Katie with absence notifications or daily needs of your child, as well as any program questions you may have.

If you need to contact your child directly please call the RISE phone: 978-884-1728 (Katie, or a RISE Aide will answer)

Office-wide email: LittletonRec@LittletonMA.org
PRCE main phone: 978-540-2490
I have read through the RISE Handbook, discipline, and technology policies with my child. I understand that my child(ren) is expected to follow the rules and policies of RISE at all times.

Parent Signature  

Child(ren) Signature  

Please return this signature sheet to the RISE staff. Keep the rest of the packet for your own records.