



Reaching for Independence & Social Enrichment

Program Info Packet

R.I.S.E. 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, this program fosters an inclusive atmosphere with something for everyone. Activities will range from movies, video game tournaments, nature hikes, arts and crafts, and field trips on half days. We encourage teens to reach outside their comfort zone and take risks by providing a supportive, youthful environment led by confident and responsible role models. RISE promotes respect, teamwork, and personal growth through interactive and enriching opportunities.

Daily Hourly Outline

1:45pm – Check in with Katie Judge in Middle School Cafeteria

2:00pm – Walk or drive to Town Hall with Katie

2:10-3:00pm – Homework Time (space can be made available for more homework time if needed)

3:10pm – second pickup from Middle School (For students who participate in after school clubs or teacher help)

If you child misses the scheduled pickup, they can walk to Town Hall via the paved pathway.

3:15-4:15 – Activity Time (daily theme)

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

Pick Up

Your child can be picked up from the Town Hall at any time between 2:00pm (4:00pm on half days) and 6:00pm. Please call the RISE phone or come into Parks and Rec room 123 to collect your child. Your child may leave via walker permission form at any time, or be picked up. If a drop in is being picked up we must check parent ID to confirm a safe check out.

Late Pick Up Policy

All RISE participants should be picked up by 6:00pm each day. Starting at 6:05pm there will be a \$1 per minute fee applied to the participants account.

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

Half Days

Ex: Burlington Mall holiday Shopping, Movie at O’Neil, Salem Walking Tour, Apple Picking and Caramel Apple Making, Bowling and Arcade, Pumpkin Picking and Decorating, Trampoline Park and a movie, and Metro Rock!

How the kids get from the Middle School to Townhall

We must require all kids to have a walker permission form

Teen Program Leader, Katie Judge, will be at the Middle School at dismissal time to gather kids and take attendance. She will then accompany them over to Town Hall via the paved pathway directly behind the school. If the weather is bad, the Park and Rec vans will be used.

At 3:10pm for the second pickup, Park and Rec staff will be at the Middle School to gather kids who attended clubs or teacher help.

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, via the walker permission form.

Required forms

Family Record

Medical Authorization

Well – Visit and Immunizations

Walker Permission Form

<https://www.littletonma.org/parks-recreation/forms-documents/pages/required-forms>

Rates

Monthly Tuition – days of the week are chosen at time of registration

1 day per week	\$90.00
2 days per week	\$180.00
3 days per week	\$270.00
4 days per week	\$324.00
5 days per week	\$360.00

Daily Drop in Fee – Drop in hours can be purchased on MyRec and will be deducted from your household credit as your child attends. We will create an invoice for you on your account when your balance falls below the hourly fee.

Hourly Fee	\$10.00
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All participants will be charged \$10.00 for their first hour at RISE each day they drop in, regardless of how much of the first hour they attend. After the first hour, participants will be charged \$5.00 for every 30 minutes, with the time being rounded to the nearest half hour.

From 1hr- 1hr and 14 minutes: \$10.00

From 1hr and 15minutes -1hr and 44 minutes: \$15.00

From 1hr and 45 minutes- 2hrs and 14 minutes: \$20.00

Ex. A participant attends RISE for 1hr and 20 minutes-that participant will pay \$15.00 for that day

Half Days

Already scheduled on that day via monthly tuition - automatically charged	\$25.00
Drop In - Not scheduled on that day via monthly tuition or otherwise	\$50.00

*RISE leaves for half day trips at 11:30 from the town hall. After they leave 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.** The half day fees go directly to staff hours, transportation costs, and activity fees (tickets, lunch, or admission, etc). **RISE half day trips will return at 4:00pm, drop in may continue from 4:00-6:00pm. In order to secure your child a spot for the half day trips, you must notify Katie Judge by 4:00pm the day before (kjudge@littletonma.org 978-540-2490).** There is a max of 20 seats, after our monthly tuition holders it is first come first served.*

Health and Safety Reminders

Please send your child's most updated records with us at the Parks and Rec office – ***Family Record, Well Visit and Immunizations, and Authorization to Administer Medication***. We must have your child's health information on file before their first drop in day. Once we have those forms they are good to go and can drop in freely! <https://www.littletonma.org/parks-recreation/forms-documents/pages/required-forms>

If your child arrives at RISE for a drop in day and we do not have their medical forms, we will not turn them away, parents will be contacted to request forms. We will require they have forms on file before they are permitted to attend again.

Contact

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

Teen Program Leader: Katie Judge kjudge@littletonma.org

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

Program Coordinator: Rachele Carbutt rcarbutt@littletonma.org or 978-540-2492

Please contact Rachele with any larger concerns you may have.

PRCE mainline 978-540-2490.

Office-wide email at littletonrec@littletonma.org

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 Programs 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.



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.

Roger Carter

Roger Carter is a senior at Westford Academy who plans to attend college to become a teacher. Roger loves working with kids and has worked for Parks and Recreation's Camp Tahattawan for 3 years. This is Rogers first year working at RISE. Roger likes to play hockey in his free time!



Julianna Banda

Julianna is a senior at Littleton High School. She has been working for the Parks and Rec department for almost a year now. She loves coaching cheer/gymnastics when she's not at school or RISE!



Connor Lefebvre

Connor is a senior at Nashoba Technical High School where he is studying graphic design. Connor has been a member of the Parks and Rec team for the past two years. He plays hockey and lacrosse in his free time and enjoys spending time with his younger siblings as well as the RISE participants! Connor hopes to bring his individuality to the program and provide meaningful mentorship!

