

Conway Parks & Recreation Department

CONWAY REC



WELCOME HOME

**Chip Kennett Teen Center
2020/2021 Handbook**

Welcome

Thank you for choosing the Chip Kennett Teen Center as your child's road to extracurricular fun. All of us at the Conway Recreation Department will work hard to give your child a great after school experience. Full time staff consists of Todd Gallagher (Teen Center Coordinator) and Robby Moody (Programmer).

Due to Covid-19, your child's safety and well-being is our number one priority. In an effort to keep your children safe as well as our staff, we will be following CDC guidelines as well as recommendations from the New Hampshire Governor, the New Hampshire Parks & Recreation Association and the National Parks & Recreation Association.

Please read through our handbook carefully to learn about all of our policies and procedures. This includes our Covid-19 policies on page 10. It is assumed that once you have reviewed the handbook; you will comply with all of the guidelines contained and presented in it.

We hope your child's experience with us is positive and one with lasting memories.

– Conway Parks and Recreation Department Chip Kennett Teen Center Staff

DESCRIPTION

Welcome to the Chip Kennett Teen Center and the Conway Parks and Recreation Dept. The intent of the Teen Center is to offer kids in 6th, 7th and 8th grades a safe place to visit after school where they can enjoy activities and socialization in a friendly, healthy atmosphere. This program is open to residents of Conway and Albany, NH. The cost of the Teen Center is \$30.00 for the entire year, September-June.

The phone number for the Recreation Department is 901-1139 /901-1141. An answering machine is on 24 hours a day so you can leave your message there at anytime. We also have a cell phone that you can reach us at when the office is not attended. 607-733-8437

|Todd Gallagher| e-mail todd@conwayrec.com

|Robby Moody| e-mail robby@conwayrec.com

OUR MISSION:

To create a safe and inclusive environment where the children of our local community can make long lasting memories.

STAFF

The Teen Center will be monitored by Todd Gallagher and Robby Moody. Due to safety precautions regarding COVID-19 we are holding to an 8-1 student to staff ratio at this current time. Our evening capacity will be a maximum of 16 kids at any one time.

WHAT WE ARE NOT

We are not a day care or baby-sitting service. We are not the public-school system. Enrollment in this program is a privilege. We try very hard to keep children in this program because we recognize the importance of these activities to children. However, children who present constant or unmanageable behavior problems, make life difficult for other children and /or staff, take away from the overall program, or create safety risks due to their behaviors, are not welcome in this program (please refer to the discipline policy and procedures section of this handbook for specific guidelines).

- *Sharing information about your child can be critical to their success in the program. Examples of this are, but not limited to IEP's, one to one aides for assistance or other individual plans.*

TRANSPORTATION

All Teen Center members will be dropped off and picked up by a family member/guardian/ or adult whom has expressed written consent. The only exception is that with ON FILE WRITTEN PERMISSION, your child may walk to the Teen Center after school and/or walk home as well.

WHAT NOT TO BRING

To ensure the enjoyment, safety, and health of all children in attendance, the following items are prohibited from Teen Center

- Money in excess of \$5
- *Illegal substances
- *Knives
- *Fireworks or any type of explosive device
- *Firearms (Toy or Real)
- Candy
- iPod/iPad
- Electronic Games
- Phones #####

- We understand that phones are needed for emergencies, however they will not be used during Teen Center hours. Upon arrival students will leave their phones in Todd's office for safe keeping.

**Denotes immediate expulsion from the Camp for the remainder of the summer.*

PAYMENT

Cost of the Teen Center program is \$30.00. You must register online at (www.Conwayrec.com) . Payment must be made prior to your child's first day attending.

TEEN CENTER HOURS

New this year, Teen Center will be divided into Elementary and Middle school groups. Teen Center is open Tuesday through Friday. Each age group will have two nights per week to visit. These nights will rotate every week.

Example: Week #1 Tues. and Thurs. 6th graders 5:00-8:30, Wed. and Fri. 7th and 8th graders 5:00-8:30

Week #2 Tues. and Thurs. 7th and 8th graders, 5:00-8:30, Wed. and Fri. 6th graders. 5:00-8:30

SIGN IN/DROP OFF

All Teen Center members will enter the building at The Conway Parks and Recreation main door. Upon entering each and every student will be COVID-19 screened which will include a temperature check.

SIGN OUT/PICK UP

At the end of a Teen Center evening, each member will be dismissed to a parent/guardian. At that time the member will sign out at the desk and be allowed to leave. (If you child has permission to walk home, they will not be allowed to leave until 15;00 minutes prior to closing).

RULES & REGULATIONS

It is expected that members will:

- Once dropped off at Teen Center, your child is to remain on premises until a parent/guardian picks them up. If someone other than a parent/guardian is picking your child up you must notify Teen Center staff.
- Respect the property of others
- Respect themselves and others
- Conduct themselves in a safe, responsible, and appropriate manner at all times
- Public display of affection or physical contact of any kind is prohibited
- Follow the rules as presented by the staff
- **Refrain from using any verbal language that is racial, disrespectful or bullish in content**

****DUE TO COVID-19 AS WELL AS ALERGIES, CAMPERS SHOULD NEVER SHARE FOOD OR DRINK.**

DISCIPLINE POLICY AND PROCEDURES

It is a privilege to attend The Chip Kennett Teen center. All the items that can be used and all the meals that are provided to the kids have been done so at someone else's expense. Our rules are simple, respect the people and respect the place that you are visiting. If these simple rules are not followed you may be asked to no longer attend.

- *Students may be held liable and responsible for damages to facility caused by them and may be responsible for financial obligation of repairs.*

****ATTENTION PARENTS****

COVID-19 POLICIES & PROCEDURES

The Teen Center staff will administer the COVID-19 screening to each member upon their arrival each evening. Members must have a temperature of 100.4 or below to attend that evening. Please note that all staff will be required to pass a wellness and temperature check prior to work each night as well.

*If a member has a fever they may not attend and may not return for a minimum of 48 hours.

*Parents, if your teen is showing any signs of Covid-19 (see symptoms below) or a temperature for longer than 48 hours they must get a doctor's note before returning to the Teen Center.

*If anyone in your immediate family, or anyone your family has had contact with is showing signs of Covid-19, your teen cannot attend Teen Center until they quarantine for 14 days or are tested by a physician.

*Symptoms of Covid-19 listed by the CDC are but not limited to the following: Cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, loss of taste or smell. Less common symptoms are nausea, vomiting and or diarrhea.

Adults/Parents will not be allowed access to the Conway Parks & Recreation Department building unless in the case of an emergency. This is in an attempt to keep the social distancing guidelines in place and to follow the guidelines set by the State of New Hampshire. If you need to set up a meeting or want to talk about a concern, please contact our office and we can set up a time to talk, (603) 901-1139. Cell number, 733-8437 Conversations can happen in person outside the building.

Teen Center members and Staff will be required to wear masks when walking through the halls of the building, and in areas where we can't practice safe social distancing. Once they are in a room or the gym where we can social distance, they may remove their mask.

At the conclusion of each day the Conway Parks & Recreation staff and cleaning crew will wash and sanitize all equipment and surfaces used during the evening. In addition, all equipment is washed/sanitized after every use and before a new group uses equipment.

Staff will require all members to take regular hand washing breaks. We have also added multiple hand sanitizing stations inside the building and outside the building

We will monitor the Covid-19 situation daily and continue to follow state and local recommendations. We will notify parents of any alterations to our guidelines based on changing recommendations via e-mail, social media and the weekly newsletter.

The staff at the Conway Parks and Recreation Department is determined to give all teens a fun and safe experience. We appreciate your cooperation on the above rules and regulations. Communication is the key, so please do not hesitate to reach out to our office with any questions or concerns.

