



Bow Recreation Center Program Information 2025-2026 Before and After School Program

The Bow Recreation Center Before and After School Program is dedicated and committed to providing a safe, fun, engaging and nurturing place for children in Grades K-8. The program is available Monday – Friday, 7:00 am -5:45 pm. It provides recreational opportunities which promote cooperation, independence, respect, creativity and developmentally appropriate activities. Children are also given time to work independently on school assignments during their time at Bow Rec Center.

For a child to be successful in our program, each child must have the ability to:

- Be safe and be willing to participate in group activities.
- Demonstrate acceptable behavior without requiring a great deal of guidance.
- Follow a schedule that provides various activities.
- Understand and respond appropriately to group instruction.
- Communicate concerns to a staff member.
- Be fully potty trained and have independence to use the bathroom appropriately to maintain good hygiene.
- To change clothes without assistance.

Program updates and alerts will be conveyed via email. Parents must check emails frequently so important information is not missed.

**Policies and procedures are subject to change and will be updated as needed.

HOURS OF OPERATION

- Before School Program: 7:00 a.m. - 8:30 a.m.
- After School Program: BES students: 2:15 p.m. - 5:45 p.m.
BMS students: 3:00 p.m. - 5:45 p.m.

CONTACT INFORMATION

Telephone: 603-223-3984

Email: bowreccenter@bownh.gov

Website: <https://bownh.gov/782/Bow-Rec-Center-BeforeAfter-School-Program>

Physical Address: Bow Recreation Center, 21 Bow Center Road, Bow, NH 03304

Mailing Address: Bow Recreation Center, 10 Grandview Road, Bow, NH 03304



TOWN OF BOW HOLIDAYS

The Bow Recreation Center will be closed on official Town of Bow Holidays. The list is provided to families as part of the enrollment process. Tuition is due for your regular schedule on holidays even when the center is closed.

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|--------------------|------------------------|-------------------|------------------|
| Friday, Jul. 4 | Independence Day | Thursday, Dec. 25 | Christmas Day |
| Monday, Sep. 1 | Labor Day | Thursday, Jan. 1 | New Year's Day |
| Tuesday, Nov. 11 | Veterans Day | Monday, Jan. 19 | Civil Rights Day |
| Thursday, Nov. 27 | Thanksgiving Day | Monday, Feb. 16 | President's Day |
| Friday, Nov. 28 | Day after Thanksgiving | Monday, May 25 | Memorial Day |
| Wednesday, Dec. 24 | Christmas Eve | | |

ENROLLMENT REQUIREMENTS

To enroll your child into the program you must complete the following steps:

1. Read the Bow Recreation Center Before and After School (BRC BAS) Program Policy Booklet
2. Complete the online Enrollment Form
3. Complete the online Health/Waiver Form
4. Receive an acknowledgement email that your registration was received.
5. Receive a CONFIRMATION EMAIL within the next 5 business days to verify successful registration of your child OR that your child was placed on a wait list.

A completed online registration form and a non-refundable registration fee of \$45 is required for each child is due to confirm enrollment for the 2025/2026 school year.

*Online enrollment forms for vacation weeks, and school closure days must be completed and paid for in advance by the specified date. Program fees will be withdrawn from your bank account the Monday following receipt of your vacation/school closure day enrollment forms.

Additional time can be added to your child's schedule as needed (occasional added days, added hours during vacation weeks, added hours due to school closure for inclement weather) if space and adequate staffing is available. Fees for added days will be charged at the one-day rate for each added day.



PAYMENTS

All program fees must be paid in advance through Tuition Express on a weekly basis or arrangements can be made to pay on a monthly basis. Payment is due for your child's weekly enrollment schedule (including holidays and vacation weeks and weather-related closures) whether or not your child is in attendance.

- Monthly program fees are due on or before the first Monday of each month and is calculated by the number of Mondays in any given month multiplied by your weekly tuition.
- Your child's weekly fee is withdrawn from your bank account every Monday through Tuition Express. If a Monday happens to be on a bank holiday, the withdrawal will occur on the next business day. If there are insufficient funds, you will be charged a \$10.00 late fee per day until payment is made in full and a \$25.00 service fee will be charged for insufficient funds.
- Checks need to be made out to "Town of Bow". A \$10.00 late fee per day will be charged for monthly checks dropped off after the first Monday of the month, and a \$25.00 service fee will be charged for insufficient funds.
- Recurring returned checks will require that the account be paid with money order, certified check, or cash.

PROGRAM STAFF

The Before and After School Program staff are committed to the care and nurturing of children. All adult staff members are subject to a criminal background check; participate in Bow Recreation staff training opportunities and are required to become certified in First Aid and CPR. The staff to participant ratio is approximately 1:15 and is frequently lower.

ACCIDENT & INJURIES/FIRST AID

BRCC staff receive First Aid/CPR training. Staff are equipped with a first aid pack, which is accessible at all times.

- If your child sustains minor injuries at BRCC requiring basic first aid our staff will care for your child and then fill out an accident/incident report detailing how the injury occurred and was treated. All forms will be kept confidential and are kept in your child's file at BRCC.
- A BRCC staff member will inform you at the time of pickup of any minor injuries or first aid given by presenting you with an incident/accident form which will need to be signed by a parent or guardian.
- For more serious injuries or head injuries, a phone call will be made to the parent/guardian. If parents can't be reached, we will contact your emergency contact or pediatrician in that order.



- In the event of a major or life-threatening injury or accident, 911 will be called immediately. A parent/guardian will be notified next by phone. Based on the professional decision of the EMT, the child may be transported via ambulance to Concord Hospital. A Program staff member will accompany your student, if needed.

If your child arrives at BRC with an injury, it is important this information is communicated to staff prior to leaving them in our care. Information given should be of any physical limitations for that child indicated by a physician or by parent/guardian.

WHAT TO BRING TO BRC DAILY

All items MUST have your child's name or initials.

- Backpack that the child can easily carry and manage.
- Change of clothes.
- Appropriate clothing for the season such as raincoat, snow pants, boots, hat & mittens
- Reusable water bottle.
- Snack for after school. If a child forgets to bring a snack, or a refillable water bottle, snacks and water are available for a fee: water \$2.00, snack \$3.00. *Our snacks and water should not be relied on frequently.*
- FOR FULL DAYS AT BRC:
 - Lunch for full days - We do not refrigerate or heat lunch items.
Please pack needed utensils.
-TWO snacks – one for morning and one for afternoon.
- Sneakers. No flip flops, sandals, crocks or other unsupportive shoes that leave feet exposed. (Note: Sneakers must be worn in the gym.)
- No electronics are allowed except school assigned computers if needed to work on schoolwork.

WHAT NOT TO BRING TO BRC

Please do not allow your child to bring personal items, electronics, and/or toys. Bow Recreation Center and staff are not responsible for any broken, stolen or missing items.

- Cell phones, apple watches, money, sport equipment, or trading cards.
- Electronics-hand held games, mp3 players, iPods, air pods, etc.
- Toys/stuffed animals.
- Weapons, drugs or alcohol of any kind. If a child is found with any of these items, parent/guardian will be contacted to come and pick up immediately and the child will be expelled from BRC. No refunds will be issued in this circumstance.



LOST AND FOUND

We recommend that you label **EVERY** item that your child brings to BRC with their name. Children are responsible for their belongings. Bow Recreation Center and the Town of Bow are not liable for any items that belong to your child. A Lost and Found bin is available for items left behind and is usually placed outside the main entrance during drop off and pick-up times. Please check for any items that your child may have lost. Periodically throughout the year, Bow Recreation Center staff will notify parents of a date when any unclaimed items will be donated.

COMMUNICATION

Constant communication between the Before and After School Program staff and families is essential in providing the best possible care for your child. If you have any questions, concerns or suggestions about your child or the program, please share them with the Director, Darcy Little, Assistant Director, Shannon Camara or Site Director, Sherri Wombolt.

ARRIVALS AND DEPARTURE FROM BOW RECREATION CENTER BAS PROGRAM

Please follow the posted 5 mile per hour speed limit when entering/exiting parking lot.

MORNING/BEFORE SCHOOL ARRIVAL

The Bow Recreation Center opens at 7:00 am. Upon arrival, please walk your child to the main entrance and notify a staff member of your child's name. Parents are required to wait with their child until staff have signed them in. The staff member will then direct your child to their assigned group.

- Please drop off your child (Grades K-4) between 7:00-7:30 am. Children are walked over to the Elementary School at 7:35 am.
- Middle School children can be dropped off between 7:00 am – 8:05 am. Children will be walked over to Bow Memorial School between 8:10-8:15 am.
- Students who arrive after all the children have been brought to school will need to be transported to school by their parent/guardian.

AFTER SCHOOL PROGRAM

ELEMENTARY SCHOOL CHILDREN

Bow Recreation Center registered children will be released from Bow Elementary School (BES) at school dismissal time to Bow Recreation Center staff on site to take over responsibility of the children. Generally, staff meet the children inside in the cafeteria unless other arrangements



have been made with the school administration due to availability of space. After all children are accounted for, our younger group(s) walk back to Bow Recreation Center to eat snack and play outside (weather permitting). The older group(s) most often stay at the school property (weather permitting) to have snack and play on the playground. They return to Bow Recreation Center by 3:30 pm.

For children in the older groups: if you need to pick up your child before their return to BRC, you can pick up at BES playground prior to 3:05 pm. You must notify a Bow Recreation Center staff member that you are taking your child before departing.

If staff are in route from the school to Bow Recreation Center parents must wait for the group to return to the center before we can release your child. This is for the safety of your child and all children.

MIDDLE SCHOOL CHILDREN

Bow Memorial School (BMS) children who are enrolled at BRC, will be released from BMS at school dismissal time (3:00 pm) to Bow Recreation Center staff. Staff will meet the children in the BMS cafeteria to take children into our program care. After all participants are accounted for, Middle School children will be walked over to Bow Recreation Center. Children are not allowed to walk over from BES or BMS to the center unsupervised.

DEPARTURES

Pick Up: The Bow Recreation Center program ends at 5:45 pm each day. Parents must arrive no later than 5:40 pm to allow time for children to gather their belongings and leave by 5:45 pm. Upon arrival at the front entrance, state the name of your child to the receptionist. The receptionist will radio appropriate staff for your child's dismissal. Parents must wait for their child outside the main entrance. Your child will meet you there once dismissed from their group. Children are not allowed to walk across the parking area or to a car without an adult for safety purposes. Please be prepared to show positive I.D. if asked.

Late Pick-up: Children must be picked up by 5:45 pm each day. A late fee is charged to parents who pick up after 5:45 pm. The fee is \$5.00 for the first minute and \$1.00 for each additional minute. Late fees will be automatically charged to your account. Excessive tardiness can result in dismissal from the program.

Authorized Pick-up Person: When someone other than a parent/guardian will be picking up a child, the person must be listed as an authorized pick-up person on the child's registration form



and will need to show photo ID. To add someone to the authorized pick-up list, please complete an authorization form (request from receptionist). You can also notify us by phone (603) 223-3984 or by email bowreccenter@bownh.gov if it is just a one-time occurrence or special circumstances. Please make the person picking up aware that they will need to provide an ID to the receptionist.

We will not allow any individual to pick up a child, if that individual has not been identified directly to us by the parent or guardian, or if the individual cannot produce identification as outlined above. Individuals must be age 18 and over in order to pick up children.

Absent from BRC: Please notify BRC by 11:00 am either by email bowreccenter@bownh.gov or by calling (603) 223-3984.

BES/BMS NOTIFICATION

Once Bow Recreation Center has confirmed your child's enrollment schedule, you will need to notify BES or BMS to let them know the days your child will be attending Bow Recreation Center Before and After School Program. Any changes from the schedule will require contact with Bow Recreation Center and BES or BMS.

SCHEDULE CHANGES & WITHDRAWL

- If your child will not be attending the Before and After School Program on a day that they are scheduled to attend, you must call the Bow Recreation Center at (603) 223-3984 or email us at bowreccenter@bownh.gov by **11:00 a.m.** to notify us of the change, in addition to notifying the school.
- If there is available space, requests to add days to your child's permanent schedule will be accommodated. If space is not available, you can request to be added to our wait list.
- Requests to reduce your child's permanent schedule will be permitted once during each academic year. The requests must be made here; <https://form.jotform.com/243285149223153>. A **two-week notice** is required before any change can take effect.
- Drop-in days can only be provided for children registered with our program. Drop-in requests can be made up to one week in advance. Swapping days is not permitted.
- If you decide to withdraw your child from the Before and After School Program prior to the end of the school year, a written notification stating the participant's last day in the program is required a minimum of two weeks in advance. Payment will be required through the two-week notification period.



OUTSIDE PLAY

At Bow Recreation Center's After School Program, we are committed to providing outdoor play and physical activity which is an important component of overall health and wellness. The children who attend our program will spend time outside daily, weather permitting.

Children may go outside if there is an intermittent drizzle or snow flurries, but will stay inside if precipitation is steady and or/heavy. Please dress your child appropriately for the varied NH seasonal weather.

Bow Recreation Center recommended clothing guidelines

60 degrees and warmer: short sleeves.

45-60 degrees: child should wear long sleeves.

40-45 degrees: child should wear a jacket.

30-40 degrees: child should wear a winter jacket, hat and mittens.

Below 30 degrees or if snowy: full set of snow gear – winter jacket, snow pants, boots, hats and mittens.

INCLEMENT WEATHER

On heavy rain days ,all activities are adjusted to indoors. If thunder or lightning is present, children and staff will remain indoors until 30 minutes after the thunder and lightning have stopped.

In cases of extreme heat, we will move activities indoors. Extreme heat is defined below.

- The outside temperature is 86 degrees Fahrenheit, and the humidity level is over 50%.
- The outside temperature is over 95 degrees Fahrenheit, and the humidity is over 30%.

In cases of extreme cold weather, activities will be moved indoors.

- If the temperature is less than 15 degrees Fahrenheit (including wind chill).

SCHOOL VACATION/TEACHER WORKSHOPS

The Bow Recreation Center will be open from 7:00 a.m. to 5:45 p.m. on days when the school is closed for vacations and teacher workshops unless the Town of Bow is closed on that particular day.

In order for your child to attend school vacation days/teacher workshops, parents must register their child in advance, **even if it is your child's regularly scheduled day** and you are just having them attend during their normal time. This is so Bow Rec Center can staff appropriately.

Information for securing enrollment for these days will be emailed to parents.



If a school closing occurs on one of your child's regularly scheduled days, tuition is due whether or not your child is in attendance.

Additional tuition is due for your child to attend a longer time than their regularly scheduled time or you may add the day if it is not their regularly scheduled day.

SNOW DAYS/DELAYS

The Bow Recreation Center will make every effort to be open on inclement weather days for school delays or closures. Administrative staff will send out an email in advance of a potential weather-related closure asking if you would like your child to attend Bow Recreation Center in the event that school is delayed/closed or dismissed early. The deadline to submit the online registration is generally 5:00 pm the week-day before the potential closure, so arrangements can be made for adequate staffing.

In the event of extreme weather conditions, or if road conditions are unsafe for travel, BRC will close at the discretion of the Parks and Recreation Director. Notice of the closure will be available on WMUR-TV ABC Channel 9 or www.wmur.com.

- If a school closing occurs on one of your child's regularly scheduled days, payment is due whether or not your child is in attendance.
- Additional payment is due for your child to attend a longer time than their regularly scheduled time. You may add the day if it is not their regularly scheduled day.
- Arrangements need to be made in advance to secure enrollment availability.
- Please note that we are not able to support remote learning, but students are given the opportunity to work on assignments independently on remote learning days.
- In the event of an unplanned early dismissal from school, the school will keep the students who are scheduled to attend BRC that day, at school until BRC staff are able to pick up the students. Parents will be charged a fee for the additional time.
- In the event that Bow Recreation Center has to close early, you will be notified by email, text or phone call to arrange for your child to be picked up. It is the parents/guardian's responsibility to provide emergency contact information in order for the staff to contact you in this situation.

EMERGENCY CLOSINGS

- When school is cancelled for the day due to an emergency, the Before and After School Program will also be cancelled. When after school activities are cancelled by the Bow School District due to an emergency, the After School Program will be cancelled.



PARKS & REC ACTIVITIES AT BES

If your child is registered for a Bow Parks and Recreation activity at BES, arrangements can be made for a Parks and Rec staff member to walk your child back to Bow Recreation Center at the end of the activity. Please contact Bow Recreation Center to make this arrangement for your child to return to Bow Recreation Center. For all other extracurricular activities, parents need to make arrangements to pick up and transport their child to the center.

SNACKS

Each day, children have the opportunity to have a snack and water after school, and in both morning and afternoon on a full day at Bow Recreation Center.

- Children must bring in their own snack and water from home.
- If you feel your child will need an extra snack/water, please do not hesitate to send one in their backpack.
- Please do not send in any candy or food items needing to be heated or refrigerated.
- Please be sure your child has a water bottle, with their name on it, at all times.
- If your child does not have a snack or a refillable water bottle, we have water and packaged snacks on hand for emergencies, but we ask that you do not rely on these for snacks on a regular basis.
- Parents will receive a notice if their child needed a snack or water and will be billed through Tuition Express. Families who do not use Tuition Express must pay cash.

ACTIVITIES

Activities at the Before and After School Program are recreation-based and are overseen by our program staff. Large group activities are offered daily, such as games, coloring, imaginative play, sensory play, reading opportunities and stem too!

HOMEWORK

Children have an opportunity to work on schoolwork each day. Program staff are not responsible for helping children with their schoolwork or checking for completion.

DRESS CODE

Please be sure your child has;

- Appropriate footwear (sneakers are required for walking to & from school, playground & gym activities)



- Appropriate winter clothing (winter boots, snow pants, winter coat, winter hat & mittens/gloves during winter months).
- Please label all of your child's belongings with their name and frequently check the lost and found at Bow Recreation Center. Unclaimed lost and found items are donated after several weeks.

BOW RECREATION CENTER RULES & EXPECTATIONS

Bow Recreation Center is a program where we value all participants and ask them to be kind, cooperative and have the ability to follow rules and expectations. We have set-up our after-school program to be a safe, caring community where individual differences are supported and everyone can have fun.

We understand some children may need additional support to meet Bow Recreation Center expectations. Please be aware that we do not provide 1:1 support staff for children, however, we welcome children who will be accompanied by a support person from an established agency or privately hired by the family. Please call Bow Recreation Center in advance, to discuss this option at (603) 223-3984.

Creating a healthy, happy and safe environment for our program requires the commitment of all participants. Children and parents/guardians should review and discuss these rules and expectations together, so that all family members are aware when attending our program.

1. Children are expected to behave in a safe, kind, responsible, respectful manner toward themselves and others.
2. Children must listen to and follow directions.
3. Children are expected to participate in group-oriented activities and be willing to try new things, giving every activity their best effort.
4. Children should enjoy being outside in all types of weather and be physically active.
5. Children must have the ability to change in and out of clothing independently.
6. Children need to use the restroom independently and be potty-trained.
7. Children must stay with their assigned group at all times. They cannot flee or leave a group. They need to stay within Bow Recreation Center boundaries set by staff. Children who leave the group may be suspended. If a child leaves Bow Recreation Center property, the police will be called to help locate the child.
8. Children should keep hands and feet to themselves at all times. Children are not allowed to physically hurt another child/staff member or touch another child/staff member in a negative or inappropriate way.



9. Children need to respect other people's ideas and values, even if they are different from their own.
10. Be courteous with words used and refrain from using inappropriate language and gestures.
11. Respect our facility by throwing away all trash, helping to clean up and returning equipment to the proper place after use. Treat items respectfully and safely,
12. Children must not swap or share food during mealtimes.
13. Children must be able to report problems or issues to a staff member.
14. Children need to leave personal items at home such as: toys, electronic devices, money, sports equipment, trading cards, animals, craft items, valuables, or any other personal items **including cell phones**.
15. Bullying will not be tolerated and is an unacceptable behavior at Bow Recreation Center.

BEHAVIOR MANAGEMENT AND DISCIPLINE POLICY

To be reviewed by parent/guardian and child prior to attending the program.

Bow Recreation Center staff use positive behavior management techniques that are developmentally age appropriate. Our program offers large group opportunities and does not have the ability to provide 1:1 care for lengthy time periods (exceeding an occasional 15-20 minutes).

Using positive behavior management, our staff will:

1. Explain program rules and expectations that are clear, consistent, and fair.
2. Redirect children to a more acceptable behavior or activity.
3. Provide the opportunity for children to express thoughts and feelings in a safe and non-judgmental environment.
4. Assist children with conflict resolution that helps them to solve and regulate social and emotional challenges.

Bullying - Bullying is a behavior that is not tolerated at Bow Recreation Center. The definition of bullying is someone that seeks to harm, intimidate, or coerce someone perceived as vulnerable. There are three types of bullying:

- **Verbal bullying** means saying or writing things. Verbal bullying includes:
 - Teasing, name-calling, inappropriate sexual comments, taunting and/or threatening to cause harm.
- **Social bullying**, involves hurting someone's reputation or relationships. Social bullying includes:



- Leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone and/or embarrassing someone in front of others.
- **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes:
 - Hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things and/or making mean or rude hand gestures.

DISCIPLINE ACTION STEPS

Steps staff will utilize when taking action towards inappropriate or unsafe behaviors.

1. Take a break – offer the child a chance to step away from the negative or challenging behavior so they can regain control of their emotions and behavior. When the child is ready, staff will assist them in rejoining the group.
2. Verbal or written communication to parent/guardian regarding a child's behavior through a Parent Communication/Behavior Action Plan form. This form is presented and discussed with the parent by the Site Director or Assistant Director.
3. Behavior Follow Up & Suspension – Staff will document behaviors and incidents that are recurring and/or serious through Parent Communication/Behavior Action Plan forms.
Upon review of the incident(s), the following suspension policy will be enacted:
 - 1st Incident: 1-day suspension
 - 2nd Incident: 3-day suspension
 - 3rd Incident: 5-day suspension
 - 4th Incident: Program Termination
4. Termination – Bow Recreation Center cannot serve children who display consistent disruptive behavior. Consistent disruptive behavior is defined as verbal or physical activity which may include, but is not limited to behavior that:
 - Requires constant attention (1:1) from staff.
 - Inflicts physical or emotional harm on children, staff or self.
 - Abuses the staff and/or ignores or disobeys the rules/expectations set forth in this handbook.
 - Jeopardizes the health or safety of self or others.

If a child cannot adhere to the program rules and behavior expectations, the child may not be able to return to the program. All efforts will be made by staff to assist the child with behavior expectations by reminders, positive redirecting and reinforcement. Bow Recreation Center reserves the right to have a parent/guardian pick up their child early due to behavior. If your child misses days due to suspension or expulsion, no refunds will be provided.



INDIVIDUAL EDUCATION PLAN (IEP) and/or 504 PLAN

If your child has an IEP and/or 504 Plan, please talk with staff about how we can help your child be successful in the Before & After School program.

MEDICATION/MEDICAL CONCERNS

Please alert the administrative staff of any health conditions your child has so that staff are aware and can address if needed. Any medication(s) which a child needs to take during the time s/he is at Bow Recreation Center, must be in the original container and kept in the main office. **Parents must complete a medication authorization form for any medication before it can be administered by staff.**

Epi pens will be kept with the child's group in the First Aid backpack and children may keep their inhaler with them, if necessary. Medications will be taken under the supervision of the Director, Assistant Director, Site Director or designated Staff Member.

ILLNESS

We ask that you keep your child home from Bow Recreation Center if your child is not feeling well or if fever has been present in the past 24 hours. Please report your child's absence from our program for that day by notifying Bow Recreation Center immediately at bowreccenter@bownh.gov or call (603) 223-3984.

A child may not attend the program if they have any of the following symptoms:

- Fever of 100 degrees F or higher
- Vomiting
- Diarrhea
- Inflammation of the eyes
- Abscess or draining sores
- The child has a strep throat that has not yet been treated with an antibiotic for 24 hours
- Rash, unless determined to be non-contagious by a doctor's note
- The child has impetigo with less than 24 hours of treatment with an antibiotic
- Or other symptoms preventing him/her from participating in camp activities

If a child develops symptoms while at BRC, the parent/guardian will be called and asked to pick up their child from camp within 1 hour.

DATA PRIVACY

The only individuals permitted to see your child's records will be you the parent or legal guardian, Town of Bow Administrative staff and Bow Recreation Center staff. Information will not be given to others without parent or legal guardian written consent. It is the policy of this



program to not disclose the names of children who may have caused injury to other children while at the program. This is to safeguard each family's privacy data. We will not verify your child's enrollment to anyone other than your child's school, without your consent.

DISCHARGE

The Bow Recreation Center Before and After School Program reserves the right to cancel the enrollment of a child for the following reasons:

- Account becomes more than 14 days past due.
- Parent/Guardian and/or participant are not observing and/or following policies and procedures outlined in this handbook.
- Child has physical, emotional or behavioral needs which the After School Program cannot safely meet.
- Physical and/or verbal abuse of staff or children by child or parent.

FIRE DRILLS

Fire drills and other emergency safety drills are conducted throughout the year. Children are expected to calmly exit the building in quiet single lines with their assigned staff member. All visitors must exit the building through the nearest door. To ensure the safety of all, personnel are instructed to initiate a fire alarm if there is the least suspicion of fire or smoke.

LOCK DOWN

Lockdown is called when there is a threat or hazard inside the building. From parental custody disputes to intruders to an active shooter. Staff are responsible for implementing their classroom Lockdown/Exit Strategy. If it is safe to do so, the staff should gather students into the classroom prior to locking the door. The staff should lock all classroom access points and facilitate moving occupants out of sight and having room occupants maintain silence.

EVACUATIONS

In the event that the facility must be evacuated because of a confined emergency, the staff and children will leave the building and gather in the immediate area at Bow Elementary School, 22 Bow Center Road, Bow, NH 03304. Contact person at Bow Elementary School, Lori Krueger, Principal, (603) 225-3049.

In the event that the facility must be evacuated because of an emergency in the immediate area, the children and staff will walk or be transported by Bow School Bus to the Bow



Community Center, 3 Bow Center Road, Bow, NH 03304. Contact person at Bow Community Center, Darcy Little, Malinda Blakey or Cindy Marshall (603) 223-3920.

If necessary, children will be transported to Concord Hospital, 250 Pleasant Street, Concord, NH 03301. Contact phone number for Concord Hospital is (603) 225-2711.

DIVORCED/SEPERATED PARENTS/GUARDIANS POLICY

The Bow Recreation Center strives to support families and to promote positive development for children. We recognize that many families have experienced divorce or separation, and in order to provide the best possible care for our participants, we feel it is important to maintain good communication with all the significant adults in their lives. Staff will handle any information provided relating to issues of divorce and separation with the utmost sensitivity.

If you need to discuss any matters relating to your child's home circumstances, please make an appointment to speak privately with the Assistant Director, Shannon Camara or Site Director, Sherri Wombolt. We ask that all discussions regarding custody, divorce, separation, visitation and significant other adults in a child's life be held privately, away from all participants, their families and your own child.

It is important that Program staff have a clear understanding of the following:

- Custody arrangements
- Who to contact first for general questions and in an emergency.
- Who is responsible for payments to Bow Recreation Center.
- Who will or will not be authorized to pick up your child.
- Any visitation schedules involving pick-up from the program.
- Significant figures in the life of your child, especially if we are to have contact with them.
- Your child's feelings.

Please note that we cannot deny a parent access to their child based solely on the word of another parent. We require a written copy of a court order to prevent a parent from picking up their child.

REPORTING ABUSE AND NEGLECT

All staff at the Bow Recreation Center are mandated reporters of suspected abuse and neglect. By law, the State of New Hampshire requires all early childhood professionals to report suspected cases of physical, sexual, or emotional abuse to the NH Department of Health and Human Services.