

The Rec Room

Middle School Drop In Center

Membership Manual



The Rec Room's mission is to provide middle school youth with a safe, welcoming, inclusive, and supervised environment to socialize, study, recreate, and explore new hobbies and interests. The Rec Room will foster the development of important life skills such as leadership, community involvement, self-confidence, communication, and problem solving to empower youth and help them realize their full potential.

PROGRAM INFORMATION

RECREATION DEPARTMENT

Recreation Director: Christy Moore (413)772-1553 christy.moore@greenfield-ma.gov

Assistant Director: Kelly Jenkins (413)772-1553 kelly.jenkins@greenfield-ma.gov

Program Supervisor: Shayla Demers (413)772-1553 shayla.demers@greenfield-ma.gov

REC ROOM STAFF

Center Coordinator: William Hesslink (413)772-1553, cell (413)824-5155 william.hesslink@greenfield-ma.gov

Support Staff: To Be Determined

LOCATION

Greenfield Rec Room, First Floor, 20 Sanderson Street, Greenfield, MA 01301

HOURS OF OPERATION

The Rec Room will be open throughout the School Year

Monday- Friday 2:15pm-5:30pm

Scheduled Early Release Days 11:15am-5:30pm

The Rec Room will not operate on Professional Development, Holiday, and Vacation Days.

DAILY SCHEDULE

2:10 – 2:45pm Snack/Rec Round Up (Academic Support Available)

2:45 – 3:45pm Weather dependent Outdoor/Free Choice (Academic Support Available)

3:45 – 4:45pm Enrichment Programming

4:45 – 5:15pm Free Choice

5:15 – 5:30pm Clean Up

PROGRAM INFORMATION

The Rec Room is *not* a licensed childcare program. It is a drop-in youth enrichment experience.

Drop-In Format

Participation in all Rec Room programs is on a drop-in, voluntary basis. Participants have unlimited in-out privileges. The program is not responsible for the care or supervision of members once they have left the Rec Room or once the Rec Room is closed. Please arrange with your child as to when it is appropriate to leave the facility and with whom.

Program Capacity

The program is limited to 30 members at a time on a first come, first served basis. Once capacity is reached, additional students will not be allowed to enter.

STATEMENT OF PURPOSE

Welcome to the Greenfield Rec Room. Our Middle School drop in program is for students of the Greenfield Middle School in Grades 5-7. It has been organized to provide a safe, welcoming, inclusive, supervised, and supportive environment for members to socialize, study, recreate, and explore new hobbies and interests while also fostering important life skills such as leadership, community involvement, self-confidence, communication, and problem solving to empower youth and help them realize their full potential. The program does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, disability, marital status, or sexual orientation. The program is administered by the Greenfield Recreation Department.

STAFF

The Rec Room staff are chosen carefully to serve as positive role models and mentors to members of the center. Qualities such as warmth, willingness to learn, patience, teamwork, flexibility, and professionalism are just a few of the criteria used for hiring and evaluating the staff.

The staff has the primary responsibility for the safety of all members. They are also responsible for facilitating various activities and enrichment programs to provide a rewarding experience for members and their families. Staff will maintain the appropriate ratio of staff to children (1:15) at all times. Staff will continue their professional development throughout the year through trainings and workshops to build their skills as youth mentors.

POLICIES & PROCEDURES

ELIGIBILITY

In order to become a member of the Rec Room, participants must be currently enrolled in grades 5-7 at the Greenfield Middle School. There is no residency requirement necessary for membership.

HOURS OF OPERATION

The Rec Room follows the Greenfield Public School schedule and is open Mondays- Fridays from school dismissal until 5:30pm. The center also operates on scheduled early release days from school dismissal until 5:30pm. If your child does not attend school for any reason, they cannot attend the center that day. The Rec Room will not operate on Professional Development, Holiday, and Vacation Days. The Center will also be closed when the Greenfield Public School System is closed or dismissed early due to inclement weather.

MEMBERSHIP

A membership to the Rec Room provides unlimited drop in use during open hours. Members are also eligible to participate in special events, trips, and activities (which may be subject to additional limitations or fees). Memberships can be purchased by season or for the complete School Year. Refunds will not be issued after the program has begun. Each student will receive a membership card that they must use to enter and exit the facility.

<i>Fall Membership</i>	<i>Winter Membership</i>	<i>Spring Membership</i>
<i>August 28-Nov 26th</i>	<i>Dec 1-March 13</i>	<i>March 16-End of Year</i>

Individual Season Membership: \$150

School Year Membership: \$400

REGISTRATION

Memberships to the Rec Room become effective upon submission of a complete enrollment packet and payment of applicable fees. All paperwork and payment can be mailed or dropped off at the office on 20 Sanderson Street or emailed to william.hesslink@greenfield-ma.gov

MEMBERSHIP RENEWAL

For members who are enrolling by season, renewal of a participant's membership will be available before the start of the next season. To renew a membership, submit renewal form along with membership fee. Those with expired memberships will not be allowed to attend the Rec Room until their membership has been renewed.

ARRIVAL & SIGN IN PROCEDURES

After school dismissal, students will walk themselves over to the Rec Room on 20 Sanderson Street. After entering the Rec Room and before participating in any activities, all participants will be required to

sign in at the front desk by scanning their membership card. If capacity is reached or membership is inactive, students will be turned away.

SIGN OUT PROCEDURES

Participants have unlimited in-out privileges. Members must notify a staff member and scan themselves out when they depart the facility. The center is not responsible for the care or supervision of members once they have left the Rec Room or once the Rec Room is closed. Please arrange with your child as to when it is appropriate to leave the facility and with whom. Parents/ guardians who are picking up their members are welcome to enter the facility.

LOCKERS

The Rec Room has lockers where members can safely store their belongings but does not provide locks. Members are welcome to bring their own lock if they are planning on using the lockers. The Rec Room is not responsible for lost or stolen property.

PARENT/GUARDIAN-STAFF COMMUNICATION

It is very important to keep the lines of communication open between parents/guardians and staff. Please feel free to contact us if you have any questions or concerns. By having the parents/guardians and staff work together, we can create an environment that is a positive experience for all.

Parents/Guardians are welcome to visit the Rec Room any time during our hours of operation. Our staff members strive to communicate with parents regularly. Suggestions and comments regarding the program are always welcome.

PARENT/GUARDIAN PROTOCOLS

1. Parents are not allowed to ask staff to babysit their child at any time.
2. Parents are not allowed to take pictures and/or videos of any child during program hours.
3. Parents and children are not allowed to contact staff on Facebook, Twitter, Instagram, or any other form of social media.
4. Staff are not allowed to contact parents or children on Facebook, Twitter, Instagram, or any other form of social media.
5. Any behavior by a parent/guardian that is deemed inappropriate or adversely affects the program and/ or its operation may result in termination of the child from the program upon notice.

DAILY ACTIVITIES

DAILY SCHEDULE

2:10 – 2:45pm Snack/Rec Round Up (Academic Support Available)
2:45 – 3:45pm Weather dependent Outdoor/Free Choice (Academic Support Available)
3:45 – 4:45pm Enrichment Programming
4:45 – 5:15pm Free Choice
5:15 – 5:30pm Clean Up

SNACK

The Rec Room will provide a nutritious snack daily. Fruits, vegetables, whole grains, and dairy products are commonly used within the program. Water, juice, or milk will be served with snack. Please be sure to bring any allergies or dietary restrictions to the attention of the Center Coordinator as soon as possible so we can plan to accommodate your child's needs. An allergy list is confidentially posted for staff to refer to. The staff will take every precaution to keep the members safe from allergic reactions. We will provide a separate table in the room for members with allergies so that they have a safe place to eat and enjoy the company of their friends.

Parents/Guardians may prefer to provide a snack for their child. We do not restrict certain foods such as peanuts as a general rule. In the event that a child in the program has a severe life threatening allergy such as an airborne allergy to peanuts, the Rec Room reserves the right to restrict foods in the program.

FREE CHOICE

The Rec Room will provide various activities for Free Choice time for members to participate in. Activities provided include, but are not limited to, art supplies, reading material, board games, puzzles, and access to the game room. The game room includes air hockey, ping pong, pool, foosball, and video game systems. Access to the game room may be limited or rotated based on demand. The staff reserves the right to close the game room/elements of the game room when deemed necessary. During free choice time, members are also welcome to just sit and socialize with friends.

ACADEMIC SUPPORT

The Rec Room will provide academic support to members to help them academically improve and stay on top of their school work. This support is available during snack and free choice time upon request by the student. Support can be used for homework, studying, projects, problem solving, and reading. While the center staff provide assistance, they are not responsible for ensuring homework is completed. If a child does not have homework or chooses not to participate in academic support, they will participate in other Rec Room programming.

ENRICHMENT PROGRAMMING

Enrichment programming aims to help give members the opportunity to try new activities and have new experiences. Workshops throughout the week will help encourage the members in learning new skills such as painting, creative writing, robotics, baking, and more! Enrichment programming will also aim to

develop life-skills such as leadership, communication, and problem-solving skills. The Rec Room is also committed to working closely with local businesses and organizations to foster a sense of community within the program.

CLEAN UP

It is the expectation that all members will clean-up after themselves before leaving the program. This facility truly belongs to the members and it is essential they take care of their space.

CELL PHONES

While inside the Rec Room, members should be engaged in positive and constructive activities. As such, cell phone usage is limited to arrival and snack time except in the case of emergencies. Any inappropriate behavior related to text messaging, social media and/or bullying through cell phones will not be tolerated. Photos (via cell phones or any other devices) should only be taken by Rec Room staff or with staff approval.

VIDEO GAMES & MOVIES

A video game system will be available for use during free choice time. Movies may also be shown on occasion. All games and movies are reviewed by Rec Room staff and have been deemed appropriate with ratings including: PG-13, T for Teen, TV14, or younger.

BEHAVIOR EXPECTATIONS

BE SAFE

The Rec Room strives to be a safe place for everyone regardless of age, race, religion, gender or sexual orientation. Bullying or acts of physical aggression will not be tolerated. Members should report any bullying that is seen or heard about to staff members immediately.

BE RESPECTFUL

Everyone deserves to be treated with respect. The Rec Room staff will always do their best to treat members with respect and expect the same in return. Members are expected to treat other Rec Room members with respect as well. The “Golden Rule” will apply in all interactions. Students will honor any requests to stop behaviors towards other students that have been acknowledged as hurtful or disrespectful, regardless of the intention.

Property of members, staff, and the facility must also be respected. Rec Room property and materials should only be used for their intended purpose and should be returned in the same condition as found.

BE RESPONSIBLE

Members are expected to be responsible and follow not only the rules of the Rec Room but their parents’ rules as well.

BE HONEST

It is expected that all members be honest with staff. Staff will always do their best to work with members when mistakes happen, but they need the truth in order to do so.

LANGUAGE

The Rec Room expects members to avoid using offensive or vulgar language and/or gestures. While the center understands that sometimes mistakes are made, abusive language or repeated use of foul language will not be tolerated.

CONFLICT

Interpersonal conflict is inevitable. While at the Rec Room, members are expected to put aside personal issues with others. It is not necessary to like or interact with everyone but it is expected that members get along with others during participation at the program.

DRUGS & ALCOHOL

The Rec Room will not tolerate alcohol, drugs, drug paraphernalia, or nicotine devices. If a member is found to be in possession of one of these items, parents will immediately be contacted.

PRIVACY

Members are encouraged to talk with our staff members with anything that may be bothering them. If requested, Rec Room staff will not share anything that is disclosed to them with the exception of the following cases where staff are obligated to intervene:

- Someone is or is planning to harm the member.
- Someone is or is planning to harm someone else.
- The member is harming or planning to harm themselves.
- The member is harming or planning to harm someone else.

HEALTH CARE POLICY

Before a child is admitted into the Rec Room, the parent/guardian must provide written documentation that physical examination histories, immunizations and lead test results are all up to date and comply with the school health regulation on file with the school.

ILLNESS

For the protection of other children and staff, please keep your child at home if they are ill. If your child is dismissed from school because they are not feeling well, they cannot attend the Rec Room that day. Any child who arrives at the program ill will be sent home immediately. A staff member will contact the child's parent/guardian or emergency contact to arrange for pick-up. Staff will make your child as comfortable as possible until someone arrives to take them home.

PLAN FOR INFECTION CONTROL AND MONITORING

The Center Coordinator must be notified immediately if your child is diagnosed with a contagious disease. All parents/guardians of program participants will be notified of any diagnosed communicable diseases or outbreaks. To prevent outbreaks, proper hand washing is required prior to handling and/or eating of food by children and staff. The sharing of drinking cups and utensils is prohibited. Any surface that is soiled is required to be cleaned with an antiseptic solution.

1. Any participant who appears to have a contagious illness or injury as evidenced by the following will be kept in a separate area until parent/guardian is contacted and child is picked up. Staff members exhibiting the same will be sent home immediately.
 - Fever
 - Diarrhea
 - Vomiting
 - Copious Nasal Discharge
 - Red, Crusty, Weepy Eyes
 - Wound with Significant Redness, Swelling, and Drainage
 - Lice or any Nits
2. Any participant or staff member who has had any of the following medical conditions may not attend the program until being symptom free for 24 Hours:
 - Fever > 99.5
 - Diarrhea
 - Vomiting
3. If your child has any of the following communicable diseases, you are required to keep their home for the duration of the illness (or until it is no longer contagious to other children)
 - **Strep Throat:** May return 48 hours after antibiotic is administered
 - **Chicken Pox:** Minimum exclusion, one week. Your child cannot return until the rash is completely dry or crusted.
 - **German Measles:** May return after rash disappears
 - **Mumps:** 9 days after onset of swelling
 - **Measles:** 5 days after rash begins
 - **Lice:** After treatment has been completed and all eggs (nits) are gone from the hair.

- **Hepatitis:** 3 weeks after onset of jaundice
- **Conjunctivitis:** May return day after prescribed medication is applied
- **Impetigo:** Children may not return until all symptoms of the disease have cleared up. A physician's release form is required before returning.

INJURY AND EMERGENCY

Staff members are certified in First Aid and CPR and will take care of very basic first aid needs. First Aid supplies are located in every room. First aid bags must be taken at all times when leaving the building. Center Coordinator will maintain first aid equipment and ensure that it is adequately supplied.

First Aid Kit includes

Quick -reference first aid manual, note cards and pen
 Disposable non-latex gloves
 Thermometer
 Flashlight
 Blunt-tip scissors
 Tweezers
 Instant cool pack
 10, 4x4 Gauze pads and 10, 2x2 Gauze pads
 1 roll 4" flexible gauze bandage and 1 roll 2" flexible gauze bandage
 25 1" and 25 assorted small Band-Aids
 1 roll 1" bandage tape

Any injury requiring first aid attention will be documented in the members' file as well as a central log. The Center Coordinator is responsible for maintaining the central injury log and informing the Recreation Department of serious injury, or inpatient hospitalization immediately.

1. All injuries will be reported to parents/guardians by phone or at time of pick-up depending on the nature of the injury.
2. In the event that immediate medical attention is required, the following procedures will be implemented:
 - 911 will be called (*all ambulance fees will be the responsibility of the parents/guardians*)
 - The parents/guardians or designated emergency contacts will be called.
 - A staff member will accompany the child to the hospital

MEDICAL CONDITIONS

If a child has a known medical condition (allergies, asthma, diabetes, seizure disorder, etc.), please be sure that the staff is made aware at the start of the program. This will allow for a quick response if a problem should occur during program hours. If medication needs to be dispersed or available on site, please make sure that the appropriate forms have been completed. Please consider an allergy/medical alert bracelet or necklace for your child so that every adult has immediate recognition of your child's medical/allergy condition. If your child has severe airborne allergies a medical alert bracelet or necklace is required.

MEDICATION

If your child needs medication administered during program hours, including emergency medications such as inhalers or Epi-pens, you must complete the authorization to administer medication form. Medications will be dispensed only if they are in the original prescription container, together with specific instructions written on a signed authorization form. This must be given to the Coordinator before any medication can be dispensed. Medications will be stored in a lock box on site. Emergency medications such as inhalers and Epi-pens will be kept with a staff member at all times. Any leftover medication will be returned to parents or destroyed.

No aspirin or other non-prescriptive medicines will be administered by the staff (unless noted with permission by your child's doctor). Over the counter medication must be accompanied by specific instructions from your child's physician. The instructions must state the dose, time, and reason for the medication. Staff cannot make any medical determinations.

IDENTIFYING AND REPORTING ABUSE AND NEGLECT

All children enrolled in the Rec Room shall be protected from abuse and neglect. The Department of Children and Families requires the program to report suspected cases of child abuse. This includes the reporting of parents who appear to be impaired by drugs or alcohol.

Suspected cases of abuse or neglect will be reported to the Recreation Director in writing with all factual information and observations of the child in question immediately. The report will be signed, dated and true to the best of the staff person's knowledge. All staff are considered mandated reporters and must report any suspicion of abuse or neglect to the Director who will report the suspected case immediately to the Department of Children & Families, pursuant to M.G.L. c.119, ~51A. Any staff person under investigation will be removed from direct care responsibilities until the Department of Children & Families investigation is complete. If the investigation proves the complaint is valid, the staff member will be dismissed immediately.

EMERGENCY EVACUATION PLAN

Fire Drills, Disaster Plans, and Evacuation Plans are reviewed and practiced with the staff prior to the start of the school year. Practice drills are conducted throughout the length of the program. These procedures will be discussed with the members so that they may have a speedy, stress free, and safe drill. Evacuation routes will be placed at every exit.

DISCIPLINE POLICY

CONFLICT RESOLUTION AMONG MEMBERS

Conflict and drama are inevitable at this age; however, the Rec Room is a welcoming place for all participants. Though it is not necessary for everyone to be friends, it is expected that all members are cordial and coexist peacefully. Members are expected to attempt to resolve interpersonal conflicts with other members at the Center in a manner that allows safe and comfortable space for everyone.

If peace cannot be met then a Rec Room staff may intervene to help navigate and problem solve. If additional efforts are not successful, membership privileges for the involved members may be suspended or terminated on a case by case basis.

NON INFRACTION DISCIPLINE

Any participant breaking the rules that do not meet the severity of an infraction will be expected to have conversations with Rec Room staff in hopes of diffusing and solving the situation.

Any participant who is not following these expectations will receive an infraction. After 3 infractions the participant will be subject to a meeting with the coordinator and parents in which they will discuss the potential for suspension or termination from the Rec Room program.

INFRACTION DISCIPLINE

Level 1 Infractions

Level 1 infractions are considered minor misbehaviors on the part of the members which impede or interfere with the orderly operation of the center. Staff members will meet with the member individually to discuss the infraction. A verbal warning will be issued to the member and the incident will be documented.

Level 2 Infractions

Level 2 infractions are frequent or serious misbehaviors that tend to disrupt the climate of the center and require intervention of an administrator. This level of misbehavior does not represent a direct threat to the health and safety of others. Staff members will meet with the student to discuss the infraction. The member's parent/guardian will also be notified and the situation will be documented and require a member signature and parent/guardian signature. A level 2 infraction may result in suspension.

Level 3 Infractions

Level 3 infractions are acts directed against persons or property by whose consequences do not seriously endanger the health or safety of others in the center but cause significant disruption to the program. Staff will meet with both the member and parent/guardian to discuss the infraction and future status of their membership with hopes of working on a way to repair the relationship. A level 3

infraction may result in suspension or termination. The infraction will be documents and signed by the member and the parent/guardian.

Level 4 Infractions

Level 4 infractions are acts which result in violence to another person's property, or which pose a serious threat to the safety of others in the program, and which cause serious disruption to the center. These acts are so serious that they always involve administrative action and may require the intervention of law enforcement. A level 4 infraction will result in the immediate termination of Rec Room membership.

TERMINATION POLICY

Membership may be terminated by the Coordinator at any time for reasonable cause. Membership fees cannot be refunded in the event of a member's termination. Prior to terminating a member other efforts will be made to find an alternative resolution.